



ePortal User Guide

Version 1



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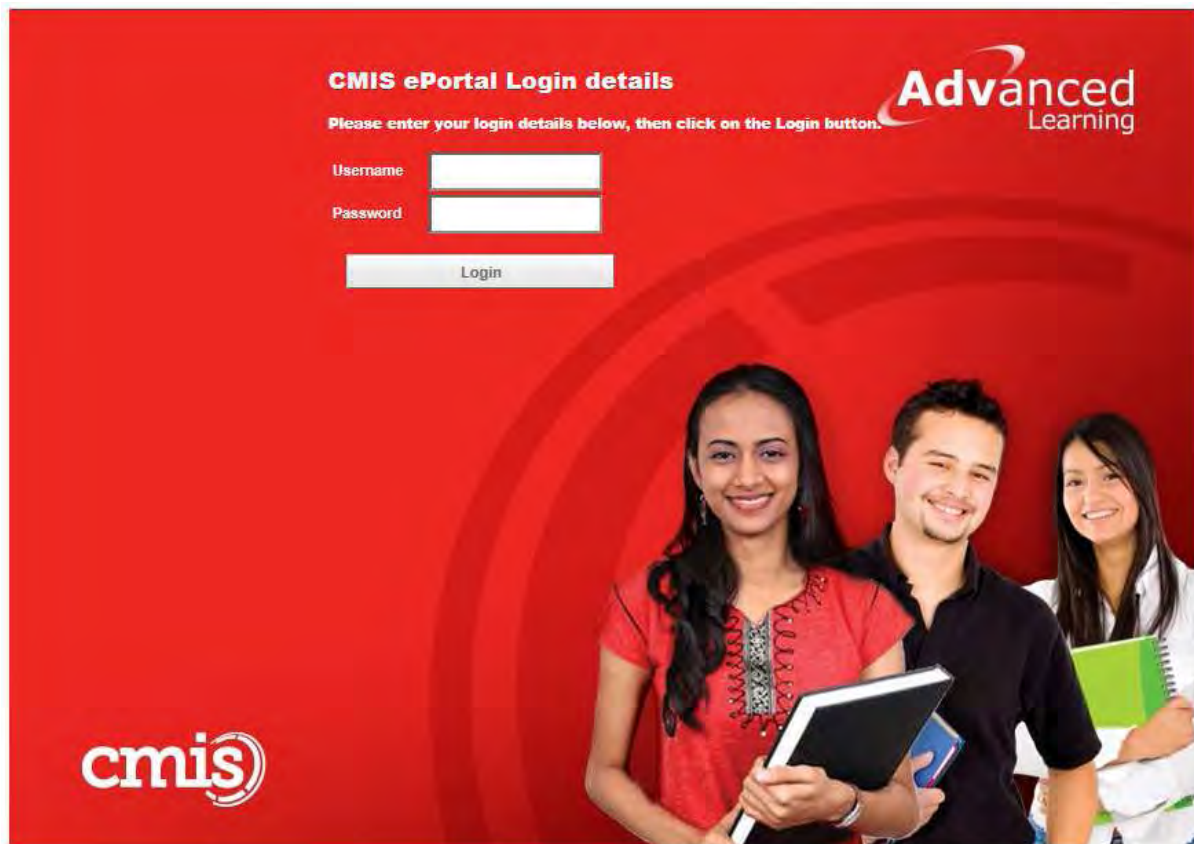
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1 Introduction

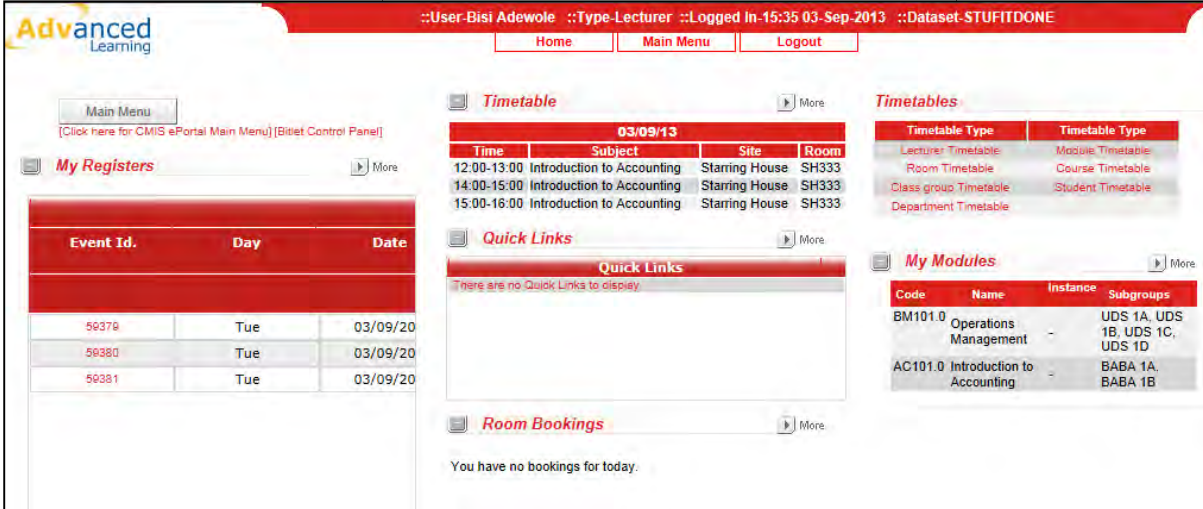
Welcome to the web based interface of Facility CMIS. In this guide you will see examples of how ePortal operates and how this can be utilised by your institution.

When you start ePortal you will be presented with the login screen. This screen looks the same for every user. Your institution may have adjusted this page, so some options may not be available or look different for you.

The image shows the CMIS ePortal login interface. It has a red background with a large, faint circular graphic. In the top right corner is the 'Advanced Learning' logo. In the top left, the text 'CMIS ePortal Login details' is displayed, followed by the instruction 'Please enter your login details below, then click on the Login button.' Below this are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. In the bottom left corner is the 'cmis' logo. On the right side of the screen is a photograph of three smiling students (two women and one man) holding books.

Enter your 'Username' and 'Password' then click on **Login**.

You will then be directed to a screen appropriate to your login.



My Registers

Event Id.	Day	Date
59379	Tue	03/09/20
59380	Tue	03/09/20
59381	Tue	03/09/20

Timetable

Time	Subject	Site	Room
12:00-13:00	Introduction to Accounting	Starring House	SH333
14:00-15:00	Introduction to Accounting	Starring House	SH333
15:00-16:00	Introduction to Accounting	Starring House	SH333

Quick Links

There are no Quick Links to display.

Room Bookings

You have no bookings for today.

Timetables

Timetable Type	Timetable Type
Lecturer Timetable	Module Timetable
Room Timetable	Course Timetable
Class group Timetable	Student Timetable
Department Timetable	

My Modules

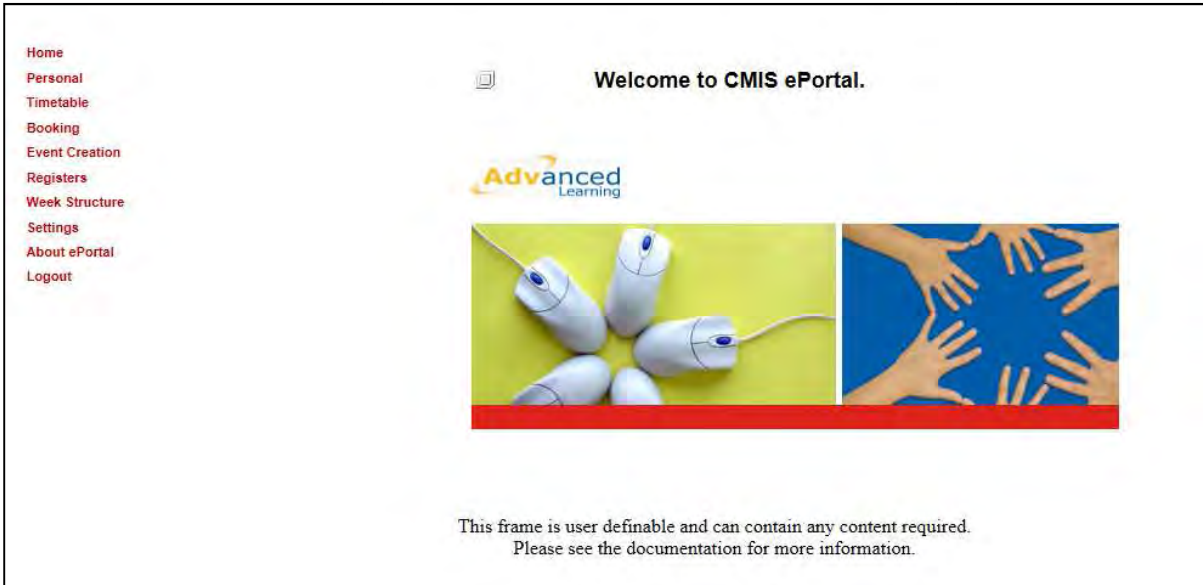
Code	Name	Instance	Subgroups
BM101.0	Operations Management	-	UDS 1A, UDS 1B, UDS 1C, UDS 1D
AC101.0	Introduction to Accounting	-	BABA 1A, BABA 1B

The screen above shows a typical lecturers home page. Details here include:

The ability to view your timetable as well as timetables linked to rooms, courses, modules etc. You can see any room bookings that you have as well as viewing your modules commitments, and today's registers.

Click on the **Main menu** button to open the main page where you will see a menu of additional areas.

The screenshot here is with all options enabled – your particular screen may not allow you access to these options if your institution has decided not to use them / allow you access.



Welcome to CMIS ePortal.

Advanced Learning

This frame is user definable and can contain any content required.
Please see the documentation for more information.

2 Menu Items

Please note that not all menu items are available to every login, so your screen may not show all these options.

2.1 Personal

This gives 2 sub menu options:

- **My Timetable.**
- **Change password.**



2.1.1 My Timetable

This option calls up your timetable.

[Home](#)
[Personal](#)
[Timetable](#)
[Room Booking](#)
[Registers](#)
[Week Structure](#)
[About ePortal](#)
[Logout](#)

Timetable for Bisi Adewole

Legend

Quick Filter

PDF

Print

View Grid

Current Location: Site: Starring House, Room: SH333, Subject: Introduction to Accounting.

Zoom

+

-

100%

Filters : Timetable type [Teacher]

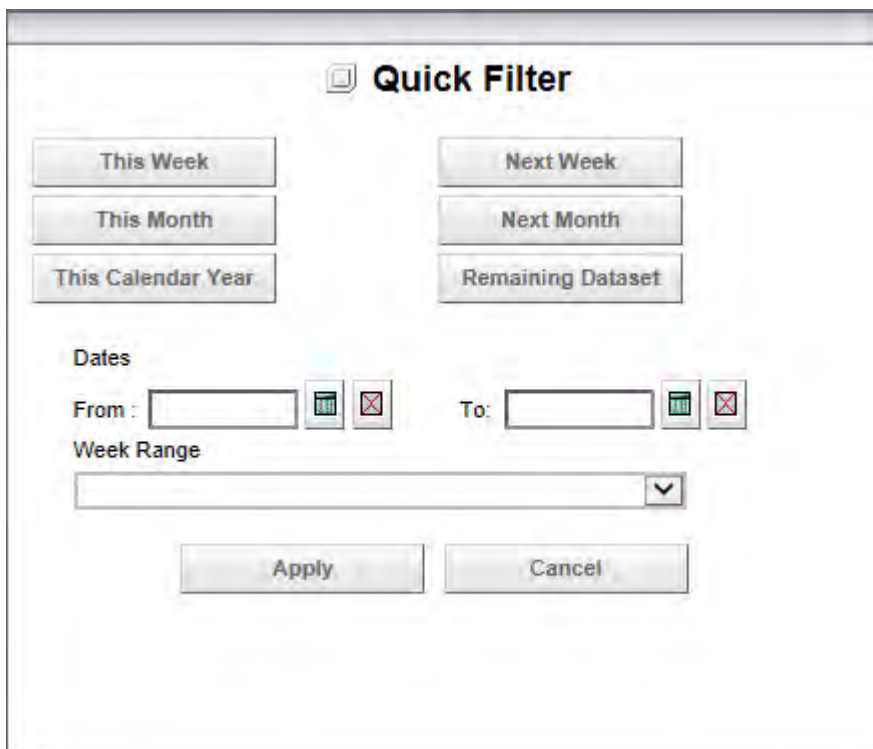
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Mon					<div>Operations II Seminar</div> <div>[SH] - SHG0</div> <div>Bisi Adewole</div> <div>12:00 - 13:00</div> <div>21-30, 33-34</div> <div>4430</div>								
Tue					<div>Operations II Seminar</div> <div>[SH] - SH12</div> <div>Bisi Adewole</div> <div>11:00 - 12:00</div> <div>21-30, 33-34</div> <div>4428</div>	<div>Introduction Lecture</div> <div>[SH] - SH33</div> <div>Bisi Adewole</div> <div>12:00 - 13:00</div> <div>22-40</div> <div>59379</div>		<div>Introduction Seminar</div> <div>[SH] - SH33</div> <div>Bisi Adewole</div> <div>14:00 - 15:00</div> <div>22-40</div> <div>59380</div>	<div>Introduction Seminar</div> <div>[SH] - SH33</div> <div>Bisi Adewole</div> <div>15:00 - 16:00</div> <div>22-40</div> <div>59381</div>				
Thu					<div>Operations II Seminar</div> <div>[SH] - SHG0</div> <div>Bisi Adewole</div> <div>13:00 - 14:00</div> <div>21-30, 33-34</div>								

Buttons:

- **Legend:** will show information as to what is being displayed in the timetable events.

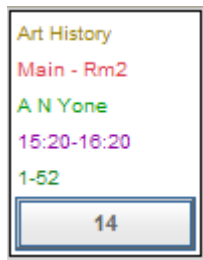


- **Quick Filter:** this allows you to quickly filter the timetable view to specific weeks or dates:



- **PDF:** allows you to create a pdf file of the timetable, which will allow you to then save or print this timetable.
- **Print:** opens a screen containing just the timetable and allows you to print direct from the screen.
- **View Grid:** takes you to a list view of your events.

Each event on the timetable is displayed with an **event id** button at the bottom:




If this button is clicked, further information on the event will be displayed:

Details for event 4430.							
Event Id	4430	Start time	12:00	Finish time	13:00	Duration	01:00
Day	Monday	Week name		Week numbers	21-30, 33-34	Dates	27-05-2013 to 29-07-2013 , 19-08-2013 to 26-08-2013
Site	SH - Starring House	Room	SHG03 - SHG03	Room Part	-	Details	
Cost		Cost type		Subject	BM101.0 - Operations Management	SubSubgroup	UDS 1C - UNDERGRADS
Activity type	Sem - Seminar	Department	BUS-MAR - Marketing & Purchasing	Instance	-	Course	-
Year	1	Class group	-	Class Subgroup	-	Teaching group	-
Teacher	ADEWOLEB - Bisi Adewole	Teacher Pool	-	Requested Site	SH - Starring House	Requested Room	-
Requested classif.	-	Requested category	-	Requested type	-	Requested zone	-
Requested Features		Requested Equipment	-	Assigned Equipment	-	Event specification name	1 - one hour
Booked by	-	Booking status		Booking organisation	-	Booking created	
Booking notified		Booking confirmed		Booking Reference		Booking notes	
Other contacts		Source	TT - Timetabled Events	Event Type	-	Event owner	POOL - Centrally Pooled
Event Spec.	- one hour	Event Status					

<<< Back

2.1.2 Change Password

This screen allows you to alter your password.



Change Resource Password

Please enter your user name, current password and new password.
Re-enter the new password, then click on the Submit button.

Username: adewoleb

Enter old password:

New Password:

Re-type New Password:

Password Strength Indicator: None entered

Password Policy

- The password must be at least 3 characters long.
- The password must not contain the user's id.
- 3 unique passwords must be issued before an old password can be reused.
- Number of failed attempts allowed -1.
- Automatically reactivate locked account Yes.
- Reset period in minutes -1.

If a password policy has been set up then you will be informed of any conditions that must be met for you to change your password.

2.2 Timetable


This gives 2 sub menu items:

- **Timetable.**
- **Master Timetable.**

Personal	
▶ Timetable	Timetable
Room Booking	Master Timetable

2.2.1 Timetable

1. Select **Timetable | Timetable** to show the screen below.


Timetables

Timetable for

Lecturer

Search Criteria
☒ Search by Code
☐ Search By Name

Lecturer
☐ Starts With

Search

2. The 'Timetable for' drop down can be used to change the resource being searched for from the following list (depending on what your institution has enabled):
 - **Lecturer.**
 - **Module.**
 - **Room.**
 - **Course.**
 - **Class group.**
 - **Student.**
 - **Department.**
3. Searching can be by 'Name' or by 'Code'.
4. A value must be entered into the search box (leaving it blank will see no returns).

5. The 'Starts With' check box can be selected, so that only resources that start with the entry in the search box will be returned. This enables quick searches and avoids lists of cross-referenced names with searchable codes or data.
6. Once a search term has been entered and **Search** clicked, any matching results will be displayed as follows:

Timetable for Lecturer ▼



Search Criteria ☒ Search by Code ☐ Search By Name




Lecturer a ☐ Starts With



Search





Lecturer	
Lect Code.	Lect Name
ADAMSJ	Julie Adams
ADAMSL	LAUREL ADAMS
ADATIAT	Trushar Adatia
ADEWOLEB	Bisi Adewole
ADIBPOUM	MEHRYAR ADIBPOUR
AHLUWALK	Kathy Ahluwalia
AKASSK	KIM AKASS
AKINWANB	BODE AKINWANDE

7. Click on the required item and then scroll down to see further options for limiting the events displayed:

Lecturer		
Lect Code.	Lect Name	
ADAMSJ	Julie Adams	 
ADAMSL	LAUREL ADAMS	
ADATIAT	Trushar Adatia	
ADEWOLEB	Bisi Adewole	
ADIBPOUM	MEHRYAR ADIBPOUR	
AHLUWALK	Kathy Ahluwalia	
AKASSK	KIM AKASS	
AKINWANB	BODE AKINWANDE	

Week Range Name  Week Range  

Day Picker  

From Date -   To Date -  

Next

For example you may wish to see this week's timetable or this month's timetable.

By selecting the 'Week Range' icon you can view this screen:

Choose Your Weeks

<input type="checkbox"/> 1 06-01-2013 / 12-01-2013	<input type="checkbox"/> 2 13-01-2013 / 19-01-2013	<input type="checkbox"/> 3 20-01-2013 / 26-01-2013	<input type="checkbox"/> 4 27-01-2013 / 02-02-2013	<input type="checkbox"/> 5 03-02-2013 / 09-02-2013	<input type="checkbox"/> 6 10-02-2013 / 16-02-2013	<input type="checkbox"/> 7 17-02-2013 / 23-02-2013	<input type="checkbox"/> 8 24-02-2013 / 02-03-2013
<input type="checkbox"/> 9 03-03-2013 / 09-03-2013	<input type="checkbox"/> 10 10-03-2013 / 16-03-2013	<input type="checkbox"/> 11 17-03-2013 / 23-03-2013	<input type="checkbox"/> 12 24-03-2013 / 30-03-2013	<input type="checkbox"/> 13 31-03-2013 / 06-04-2013	<input type="checkbox"/> 14 07-04-2013 / 13-04-2013	<input type="checkbox"/> 15 14-04-2013 / 20-04-2013	<input type="checkbox"/> 16 21-04-2013 / 27-04-2013
<input type="checkbox"/> 17 28-04-2013 / 04-05-2013	<input type="checkbox"/> 18 05-05-2013 / 11-05-2013	<input type="checkbox"/> 19 12-05-2013 / 18-05-2013	<input type="checkbox"/> 20 19-05-2013 / 25-05-2013	<input type="checkbox"/> 21 26-05-2013 / 01-06-2013	<input type="checkbox"/> 22 02-06-2013 / 08-06-2013	<input type="checkbox"/> 23 09-06-2013 / 15-06-2013	<input type="checkbox"/> 24 16-06-2013 / 22-06-2013
<input type="checkbox"/> 25 23-06-2013 / 29-06-2013	<input type="checkbox"/> 26 30-06-2013 / 06-07-2013	<input type="checkbox"/> 27 07-07-2013 / 13-07-2013	<input type="checkbox"/> 28 14-07-2013 / 20-07-2013	<input type="checkbox"/> 29 21-07-2013 / 27-07-2013	<input type="checkbox"/> 30 28-07-2013 / 03-08-2013	<input type="checkbox"/> 31 04-08-2013 / 10-08-2013	<input type="checkbox"/> 32 11-08-2013 / 17-08-2013
<input type="checkbox"/> 33 18-08-2013 / 24-08-2013	<input type="checkbox"/> 34 25-08-2013 / 31-08-2013	<input checked="" type="checkbox"/> 35 01-09-2013 / 07-09-2013	<input type="checkbox"/> 36 08-09-2013 / 14-09-2013	<input type="checkbox"/> 37 15-09-2013 / 21-09-2013	<input type="checkbox"/> 38 22-09-2013 / 28-09-2013	<input type="checkbox"/> 39 29-09-2013 / 05-10-2013	<input type="checkbox"/> 40 06-10-2013 / 12-10-2013
<input type="checkbox"/> 41 13-10-2013 / 19-10-2013	<input type="checkbox"/> 42 20-10-2013 / 26-10-2013	<input type="checkbox"/> 43 27-10-2013 / 02-11-2013	<input type="checkbox"/> 44 03-11-2013 / 09-11-2013	<input type="checkbox"/> 45 10-11-2013 / 16-11-2013	<input type="checkbox"/> 46 17-11-2013 / 23-11-2013	<input type="checkbox"/> 47 24-11-2013 / 30-11-2013	<input type="checkbox"/> 48 01-12-2013 / 07-12-2013
<input type="checkbox"/> 49 08-12-2013 / 14-12-2013	<input type="checkbox"/> 50 15-12-2013 / 21-12-2013	<input type="checkbox"/> 51 22-12-2013 / 28-12-2013	<input type="checkbox"/> 52 29-12-2013 / 04-01-2014				

This Week

Next Week

This Month

Next Month

OK

Cancel

A list of all the weeks within the pre-set week ranges are displayed and the current week range is pre-selected.

There are buttons at the bottom of the screen to make selection faster; for example selecting the **Next Month** button will highlight all of the week ranges in Next month.

Choose Your Weeks

<input type="checkbox"/> 1 06-01-2013 / 12-01-2013	<input type="checkbox"/> 2 13-01-2013 / 19-01-2013	<input type="checkbox"/> 3 20-01-2013 / 26-01-2013	<input type="checkbox"/> 4 27-01-2013 / 02-02-2013	<input type="checkbox"/> 5 03-02-2013 / 09-02-2013	<input type="checkbox"/> 6 10-02-2013 / 16-02-2013	<input type="checkbox"/> 7 17-02-2013 / 23-02-2013	<input type="checkbox"/> 8 24-02-2013 / 02-03-2013	
<input type="checkbox"/> 9 03-03-2013 / 09-03-2013	<input type="checkbox"/> 10 10-03-2013 / 16-03-2013	<input type="checkbox"/> 11 17-03-2013 / 23-03-2013	<input type="checkbox"/> 12 24-03-2013 / 30-03-2013	<input type="checkbox"/> 13 31-03-2013 / 06-04-2013	<input type="checkbox"/> 14 07-04-2013 / 13-04-2013	<input type="checkbox"/> 15 14-04-2013 / 20-04-2013	<input type="checkbox"/> 16 21-04-2013 / 27-04-2013	
<input type="checkbox"/> 17 28-04-2013 / 04-05-2013	<input type="checkbox"/> 18 05-05-2013 / 11-05-2013	<input type="checkbox"/> 19 12-05-2013 / 18-05-2013	<input type="checkbox"/> 20 19-05-2013 / 25-05-2013	<input type="checkbox"/> 21 26-05-2013 / 01-06-2013	<input type="checkbox"/> 22 02-06-2013 / 08-06-2013	<input type="checkbox"/> 23 09-06-2013 / 15-06-2013	<input type="checkbox"/> 24 16-06-2013 / 22-06-2013	
<input type="checkbox"/> 25 23-06-2013 / 29-06-2013	<input type="checkbox"/> 26 30-06-2013 / 06-07-2013	<input type="checkbox"/> 27 07-07-2013 / 13-07-2013	<input type="checkbox"/> 28 14-07-2013 / 20-07-2013	<input type="checkbox"/> 29 21-07-2013 / 27-07-2013	<input type="checkbox"/> 30 28-07-2013 / 03-08-2013	<input type="checkbox"/> 31 04-08-2013 / 10-08-2013	<input type="checkbox"/> 32 11-08-2013 / 17-08-2013	
<input type="checkbox"/> 33 18-08-2013 / 24-08-2013	<input type="checkbox"/> 34 25-08-2013 / 31-08-2013	<input type="checkbox"/> 35 01-09-2013 / 07-09-2013	<input type="checkbox"/> 36 08-09-2013 / 14-09-2013	<input type="checkbox"/> 37 15-09-2013 / 21-09-2013	<input type="checkbox"/> 38 22-09-2013 / 28-09-2013	<input checked="" type="checkbox"/> 39 29-09-2013 / 05-10-2013	<input checked="" type="checkbox"/> 40 06-10-2013 / 12-10-2013	
<input checked="" type="checkbox"/> 41 13-10-2013 / 19-10-2013	<input checked="" type="checkbox"/> 42 20-10-2013 / 26-10-2013	<input checked="" type="checkbox"/> 43 27-10-2013 / 02-11-2013	<input type="checkbox"/> 44 03-11-2013 / 09-11-2013	<input type="checkbox"/> 45 10-11-2013 / 16-11-2013	<input type="checkbox"/> 46 17-11-2013 / 23-11-2013	<input type="checkbox"/> 47 24-11-2013 / 30-11-2013	<input type="checkbox"/> 48 01-12-2013 / 07-12-2013	
<input type="checkbox"/> 49 08-12-2013 / 14-12-2013	<input type="checkbox"/> 50 15-12-2013 / 21-12-2013	<input type="checkbox"/> 51 22-12-2013 / 28-12-2013	<input type="checkbox"/> 52 29-12-2013 / 04-01-2014					

This Week

Next Week

This Month

Next Month


OK

Cancel

Click **OK** to apply the range of weeks.

- Once you have decided how to limit the weeks / dates (or leave all of them blank if you wish to see the entire year), click **Next**.

The following screen will then appear and you may then apply additional filters as required:

 **Selected Timetable Parameters**

Timetable for : [Bisi Adewole (ADEWOLEB)]
 Type : Lecturer


Additional Filters

Event Type


Activity Type

Source

Bookings Only ☐



View Timetable (Graphic)



View Timetable (Grid)

Back

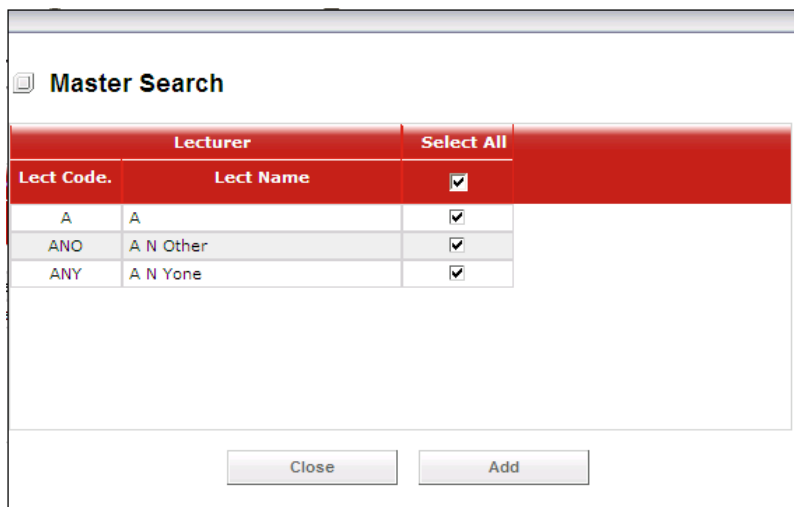
- **Event type:** this limits events to only those of this type. E.g. **Teaching**.
- **Source:** limits events to only those of the chosen source. E.g. **Exam**.
- **Activity type:** this limits events to those of this module activity type. E.g. **tutorial**.
- **Bookings Only:** limits display to room bookings only.
- **View timetable (graphic):** view a graphical representation of the timetable.
- **View timetable (grid):** view a text list of the timetable.

9. Click **View Timetable (Graphic)** to view a graphical timetable, or click **View Timetable (Grid)** to see a text list of the events.

2.2.2 Master Timetable

The 'Master Timetable' view displays information in different ways, for example a group of Room timetables, Lecturer timetables, Module timetables etc.

1. To view, select **Timetable | Master Timetable**. We are going to locate a time when two lecturers are free to enable them to have a meeting.
2. Select the desired master overview (e.g. lecturer or room), in this example master lecturer.
3. Enter part of the code or the name in the 'Search' box.
4. Click **Search** to open a window with a list of lecturers who fulfil that search.
5. Select the check box to the right of each resource you wish to show, then click **Add**.
6. Repeat the search if more lecturers are required and **Add** these additional lecturers.

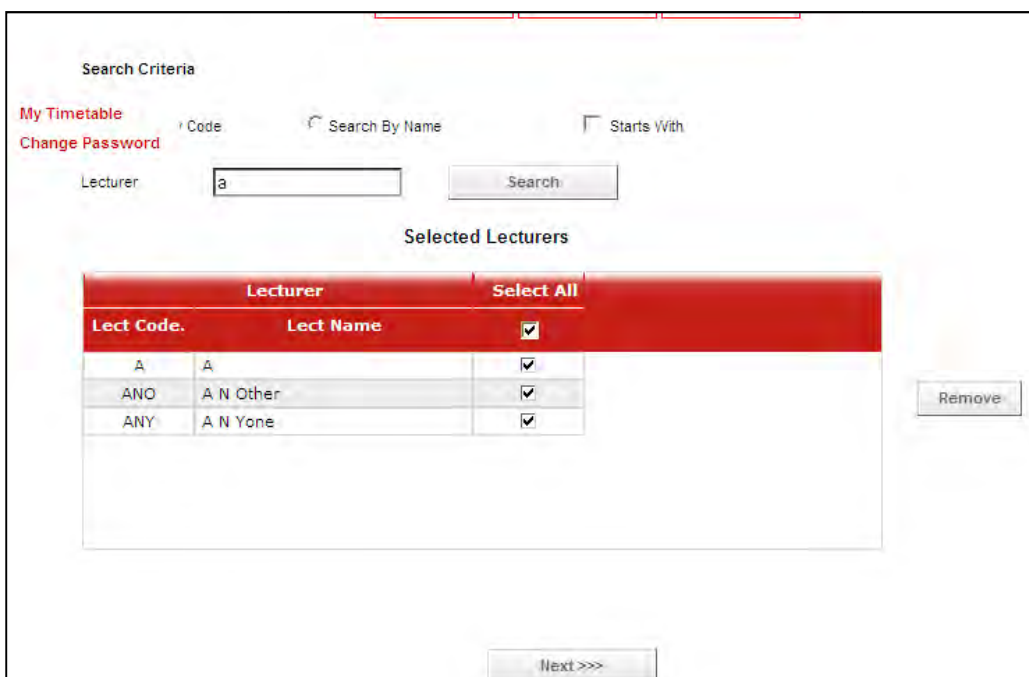


Master Search

Lecturer		Select All
Lect Code.	Lect Name	<input checked="" type="checkbox"/>
A	A	<input checked="" type="checkbox"/>
ANO	A N Other	<input checked="" type="checkbox"/>
ANY	A N Yone	<input checked="" type="checkbox"/>

Close Add

7. **Select All** will include everyone shown on your list.
8. Click **Close**.



Search Criteria

My Timetable Change Password

Code Search By Name Starts With

Lecturer: Search


Selected Lecturers

Lecturer		Select All
Lect Code.	Lect Name	<input checked="" type="checkbox"/>
A	A	<input checked="" type="checkbox"/>
ANO	A N Other	<input checked="" type="checkbox"/>
ANY	A N Yone	<input checked="" type="checkbox"/>

Remove

Next >>>

9. Click **Next** to select any event filter, or to apply a week / date range:

 **Master Timetables**



Date Range / Events

Date Filters

☒ Week Ranges
☐ Date Range

Week Range Name Any

Week Range

Event Filters

Event Type All

<<< Back

View Timetable >>>

10. Click **View timetable** to see the lecturers' timetables:

	Monday										
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
Timetable for A											
Timetable for A N Other											
Timetable for A N Yone											

3 Room Bookings

There are 3 sub menu items available:

- **Make Booking.**
- **Check Availability.**
- **Locate Booking.**

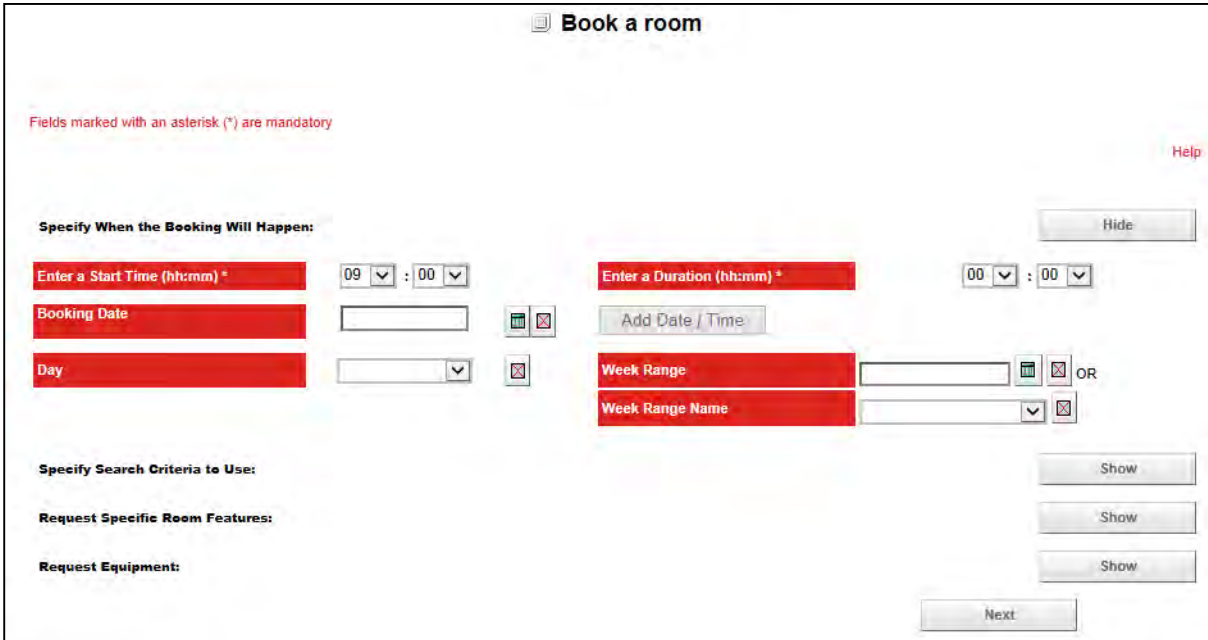
Timetable	
▶ Room Booking	Make Booking
Registers	Check availability
Week Structure	Locate Booking

3.1.1 Make booking

This screen allows you to specify the criteria to search for a room and make a booking.

Please note that your administrator may have set visibility on this screen so that not all the shown items are available.

If a field is marked with an asterisk then that field is mandatory and must be entered before the booking will proceed.



Book a room

Fields marked with an asterisk (*) are mandatory

Help

Specify When the Booking Will Happen:

Enter a Start Time (hh:mm) * 09 : 00

Enter a Duration (hh:mm) * 00 : 00

Booking Date [Calendar Icon]

Day [Dropdown]

Week Range [Calendar Icon] OR

Week Range Name [Dropdown]

Specify Search Criteria to Use: [Show]

Request Specific Room Features: [Show]

Request Equipment: [Show]

[Next]

Multiple dates and times may be selected as follows:



1. Enter a 'Start time', a 'duration' and a 'Booking Date'.
2. Click **Add Date / Time**.

- Repeat the process to add extra dates.



Specify When the Booking Will Happen: Hide

Enter a Start Time (hh:mm) * 13 : 00

Enter a Duration (hh:mm) * 01 : 00

Booking Date *  

Add Date / Time

Dates	Start	Duration	Delete
16-06-2010	09:00	01:00	
22-06-2010	13:00	01:00	



The list of available rooms will be of rooms which are available for all these dates and when the booking is made this room will be booked out for all these dates.



- If you wish to narrow the search down, then the 3 options at the bottom of the screen can be used. Click on **Show**, to show the specific area:



- Search criteria:**



Specify Search Criteria to Use: Hide



Whole Rooms Only ☒



Campus  


Site  


Zone  

Room Category  

Room Classification  




Room Type  

Minimum Number of Seats 

Maximum Number of Seats 

- Specific room features:**

Request Specific Room Features: Hide

Select a Feature		Requested Features / Number Required
Black out blind		
Wheel chair Access		
hearing Aid ring		

- Specific room equipment:**

Request Equipment: Hide

Search for Moving Equipment ☐

Select Equipment Requested Equipment / Number Required

Data projector
OHP
Projector screen

>
=<<
<

5. Once the parameters have been entered, clicking on the **Next** button starts the search for rooms that meet the specified criteria and are available at this time.

Book a room

Requested parameters

When	Start	Duration	Date	
	12:00	01:00	25-06-2007	Modify

Search Criteria:

Features:

Equipment:

Available rooms

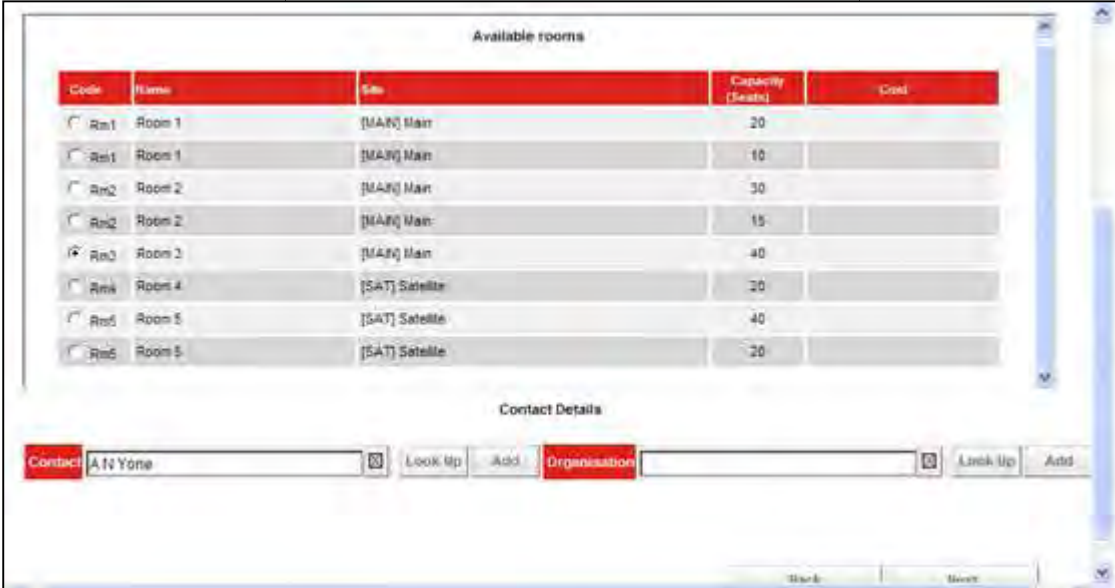
Code	Name	Site	Capacity (Seats)	Cost
<input type="radio"/> Rm1	Room 1	[MAIN] Main	20	
<input type="radio"/> Rm1	Room 1	[MAIN] Main	10	
<input type="radio"/> Rm2	Room 2	[MAIN] Main	30	
<input type="radio"/> Rm2	Room 2	[MAIN] Main	15	
<input type="radio"/> Rm3	Room 3	[MAIN] Main	40	

If you wish to see more information about the rooms, move your cursor over the respective room code in the list and a pop up will appear with more information about that room (such as its category, type and zone)

Room Details

Room	Rm1 - [Rm1]	Category	tutorial	Capacity (Seats)	20
Site	Main, main - [MAIN]	Classification	Flat seating	Features	
Zone	Catering	Type	III		


6. From the list of available rooms, click the radio button of the one you wish to book:



The screenshot shows a web application interface. At the top, there's a section titled 'Available rooms' containing a table with columns: Code, Name, Site, Capacity (Seats), and Cost. The table lists several rooms, with 'Rm3 Room 3' selected. Below this is a 'Contact Details' section with a 'Contact' dropdown menu showing 'A N Yone', a 'Look Up' button, an 'Add' button, an 'Organisation' dropdown menu, and a 'Link Up' button. At the bottom right, there are 'Back' and 'Next' buttons.

Code	Name	Site	Capacity (Seats)	Cost
Rm1	Room 1	[MAN] Main	20	
Rm1	Room 1	[MAN] Main	10	
Rm2	Room 2	[MAN] Main	30	
Rm2	Room 2	[MAN] Main	15	
Rm3	Room 3	[MAN] Main	40	
Rm4	Room 4	[SAT] Satellite	20	
Rm5	Room 5	[SAT] Satellite	40	
Rm5	Room 5	[SAT] Satellite	20	

7. At this stage, by default, the user will be entered as the contact if they exist in CMIS as a contact, if not ePortal will request a contact be selected at this stage. Enter at least one character into the 'Contact' box and click **Look Up**. This will open a pop up window where you can select a contact.
8. If you wish to add more than one contact, click **Add** to add a contact or organisation and repeat the process.
9. Click **Next** to proceed with the booking.



The screenshot shows the 'Book a room' interface. It has a title 'Book a room' and a subtitle 'Requested parameters'. Below this are several sections: 'When' with 'Start' (12:00), 'Duration' (01:00), and 'Date' (25-06-2007); 'Search Criteria', 'Features', and 'Equipment' (all empty); 'Selected Room' (Room 3 [Rm3]) and 'Selected Site' (Main [MAN]); 'Contact' (A N Yone) and 'Organisation' (empty); 'Booking notes' (empty text area); and 'Booking Reference (Optional)' (empty text field). A note states: 'N.B. If required, multiple bookings can be made with the same booking reference.' At the bottom right, there are 'Back' and 'Make Booking' buttons.

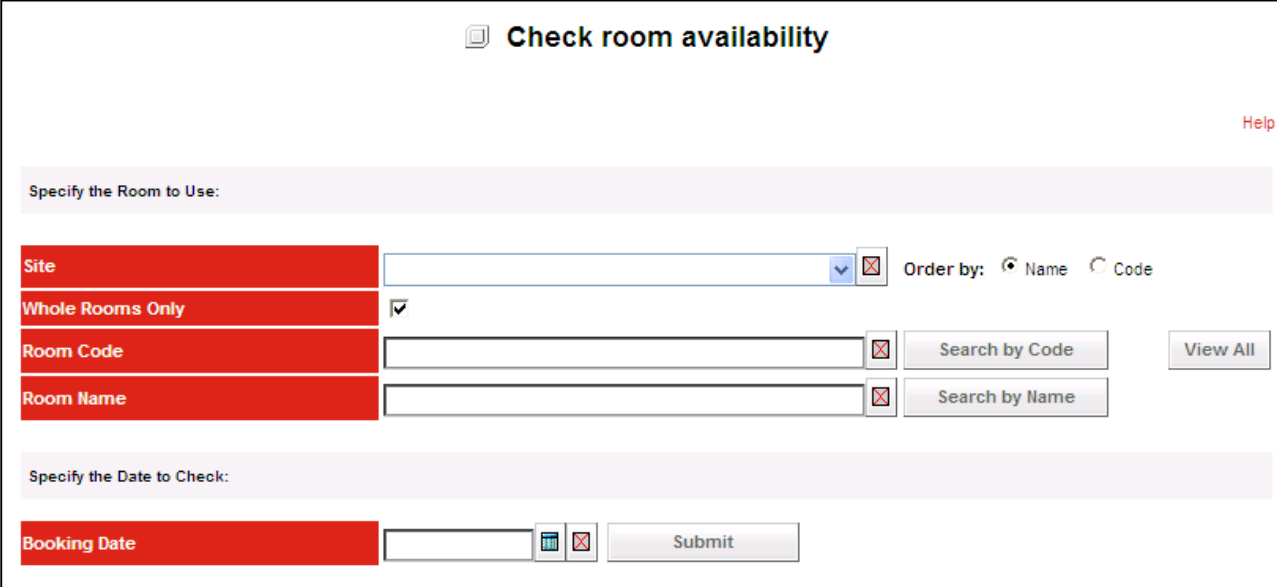
10. 'Booking notes' can then be added to this room booking if required.
11. Once added click **Make Booking**.

This will then confirm the booking and present a Booking Id which can be used in correspondence to help identify your booking.

3.1.2 Check Availability

Rather than going straight to making a booking there is the ability to search for a room and check its usage for a date.

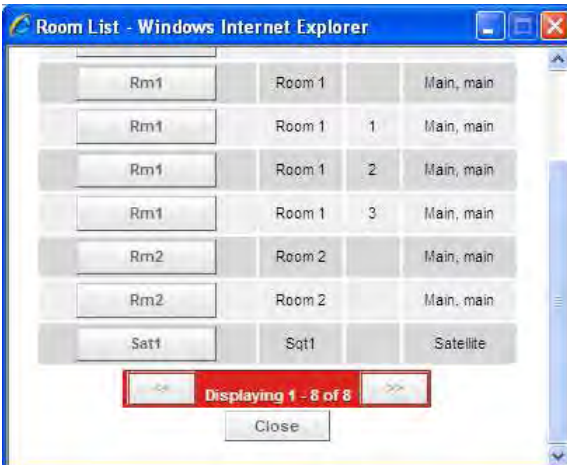
1. Selecting **Room booking | Check availability** will display the screen below.



The screenshot shows a web form titled "Check room availability". It includes a "Help" link in the top right. The form is divided into two main sections: "Specify the Room to Use:" and "Specify the Date to Check:". In the first section, there are input fields for "Site", "Room Code", and "Room Name", each with a dropdown arrow and a close button. There is also a "Whole Rooms Only" checkbox. To the right of these fields are "Search by Code" and "Search by Name" buttons, and a "View All" button. The "Order by:" section has radio buttons for "Name" (selected) and "Code". The second section, "Specify the Date to Check:", has a "Booking Date" input field with a calendar icon and a "Submit" button.

This screen can be ordered by either room **name** or room **code** which makes for simple and effective lookup and room location.

2. Click on the small calendar icon to pick the specific date.
3. Clicking on the **Submit** button displays the availability of the selected room.
4. The **View All** button beside the 'Room Code' section allows the user to list all rooms. If a 'Site' has already been selected, then the **View All** button will limit the display to just rooms from that Site.
5. Click on the **Search by Code**, **Search by Name** or **View All** button to be presented with a list of appropriate rooms:




The screenshot shows a window titled "Room List - Windows Internet Explorer". It contains a table with the following data:

Rm1	Room 1		Main, main
Rm1	Room 1	1	Main, main
Rm1	Room 1	2	Main, main
Rm1	Room 1	3	Main, main
Rm2	Room 2		Main, main
Rm2	Room 2		Main, main
Sat1	Sat1		Satellite

At the bottom of the table, there is a status bar that says "Displaying 1 - 8 of 8" and a "Close" button.

6. Click the button next to the required room to view that room's availability.

 **Check room availability**

Room Details

Room	Room 1 - [Rm1]	Category	tutorial	Capacity (Seats)	20
Site	Main - [MAIN]	Classification	Flat seating	Features	Black out blind x 1
Zone	Catering	Type			

Room Availability on 25-06-2007

Event ID	Busy Time	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 00:0003:0006:0009:0012:0015:0018:0021:0024:00 </div>
-	None	
	Free Time	<div style="display: flex; justify-content: space-between; font-size: 0.8em;"> 00:0003:0006:0009:0012:0015:0018:0021:0024:00 </div>
Available	00:00 - 24:00	<div style="width: 100%; height: 10px; background-color: green; border: 1px solid black;"></div>

Select a Booking Time

Start Time

00

 :

00

Duration

00

 :

00

Cancel

Try again

Submit

Other information about the room is displayed in the 'Room Details' area in the top right corner of the screen. Information such as Disabled access, tiered seating, windows and data projectors is displayed here.

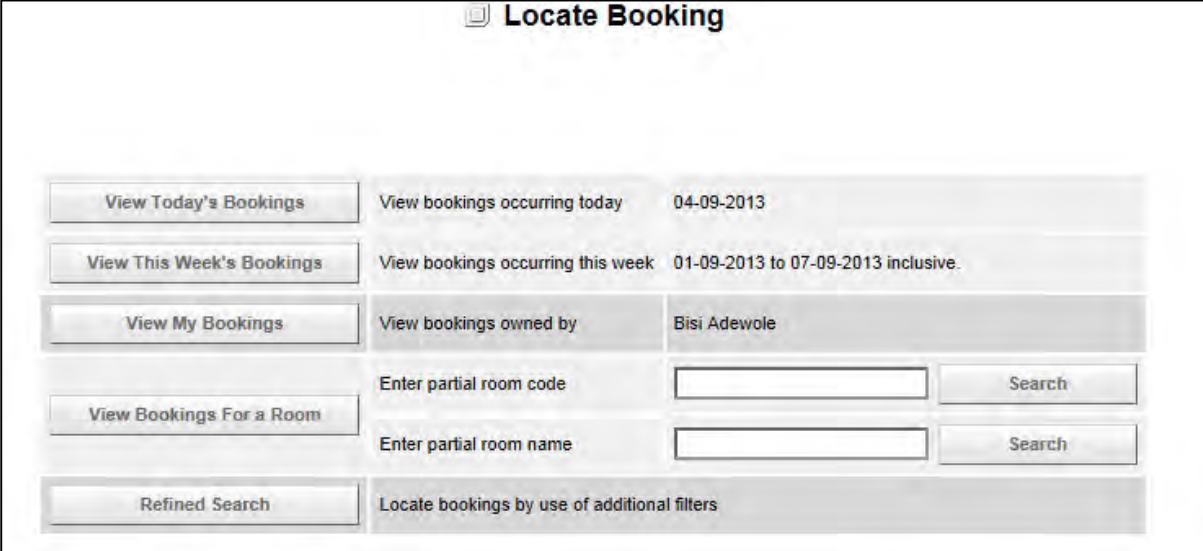
The screen above shows that the room is available all day. Unavailable times would be show in red. To make a booking in this room, select a 'start time' and a 'duration' and then click **Submit** to begin the booking process..

Note: The ability to make a booking via this screen may have been disabled, in which case you will not see the 'Start Time' and 'Duration' drop downs or the **Submit** button.

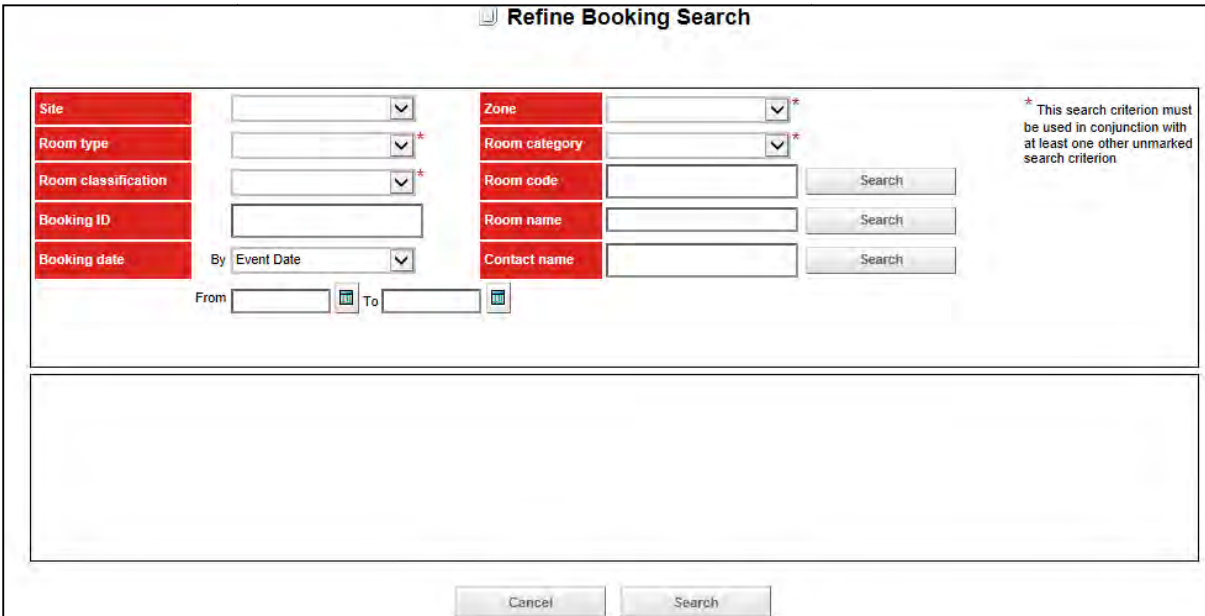
3.1.3 Locate a booking

There are a number of ways that previously made bookings can be displayed.


1. Select **Room Booking | Locate booking** from the main menu to display the screen shown below.




2. Select the specific way you wish to find the bookings:
 - **View today's bookings:** displays all room bookings for today.
 - **View This Week's Bookings:** displays all room bookings for this week.
 - **View My Bookings:** displays the logged in user's bookings.
 - **View Bookings for a Room:** allows the user to search for a specific room and it's room bookings.
 - **Refined Search:** this allows for more specific search criteria to be entered, such as the 'Booking ID'.





Once a booking has been located it can be displayed:

 **Locate Booking**

Ref.		Time	Day	Week	Site	Room	Room Part	Contact	Notes	Delete
59382	<input checked="" type="checkbox"/>	11:00 - 12:00	Wed	04-09-2013	Starring House	SH109-SH109		Bisi Adewole		

3. Click the **Ref** button (which shows the event id) to display further information about the booking including contact details of the person who made the booking.


 **Locate Booking**

Ref.		Time	Day	Week	Site	Room	Room Part	Contact	Notes	Delete
59382	<input checked="" type="checkbox"/>	11:00 - 12:00	Wed	04-09-2013	Starring House	SH109-SH109		Bisi Adewole		

Booking details for booking Ref. 59382

Event Id	59382	Start time	11:00	Finish time	12:00
Duration	01:00	Week numbers	35	Day	Wednesday
Dates	04-09-2013	Source	RB - [Room Bookings]	Event Type	- []
Site	SH - Starring House	Room	SH109 - SH109	Room part	
Booking Contact	ADEWOLEB - Bisi Adewole	Event Status	Provisional	Booking status	
Booking organisation	-	Booking created	04-09-2013	Booking notified	
Booking confirmed		Booking Reference	59382	Booking notes	
Other contacts		Equipment		Requested Capacity	
Booked By	Admin	Booked In	CMIS		

4. Clicking the **Timetable** button (top right) displays all the bookings currently linked to the selected room:

 **Timetable for SH109**

Current Location: Site: Starring House, Room: SH109, .

Zoom 100%

Filters: Timetable type [Room], Date [04-09-2013 - 04-09-2013]

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
Wed	<div style="position: relative;"> <div style="position: absolute; top: 5px; left: 5px; background-color: #f2f2f2; padding: 2px;"> [SH] - SH109 Bisi Adewole 11:00 - 12:00 35 04-09-2013 59382 <div style="border: 1px solid #ccc; display: inline-block; padding: 2px;">59382</div> </div> </div>												

3.2 Event Creation

This has 1 sub menu option:

- **Create Event(s).**



It should be noted that there is a functional difference between Room Bookings and Events.

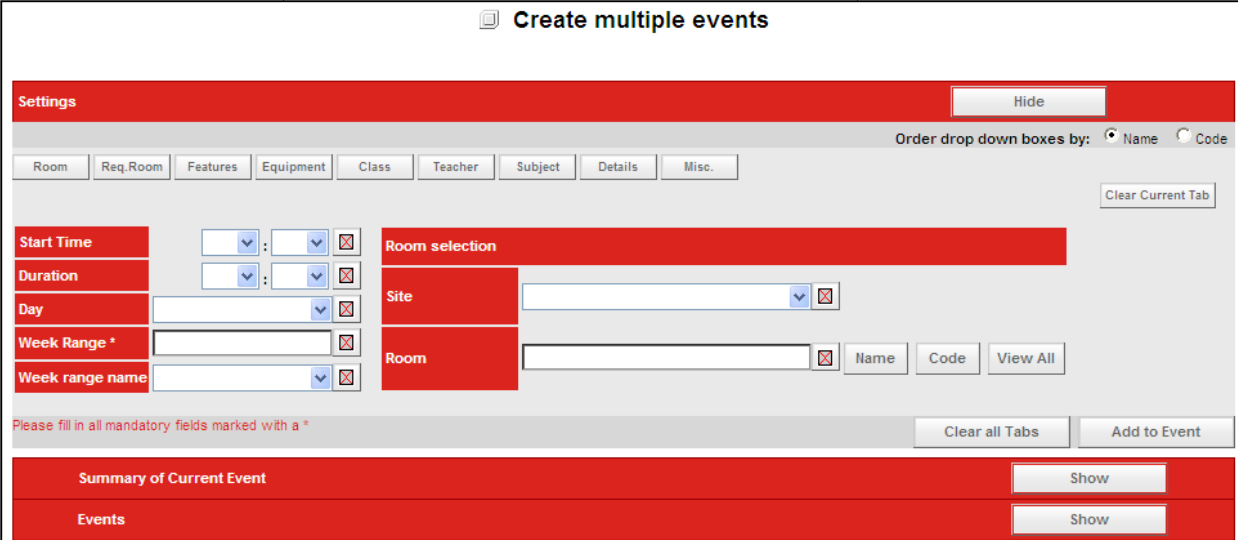
- **Room bookings:** allow the user to easily set up meetings and one off events which may include names of non teaching staff or speaker notes and tend to be single or disparate sets of dates.
- **Events:** For staff setting up academic events which may occur over multiple weeks with the same day and time, tailored screens are available to handle these quickly and efficiently. These typically include academic information such as module or class group information, type of teaching and lecturer details.

3.2.1 Create Event(s)

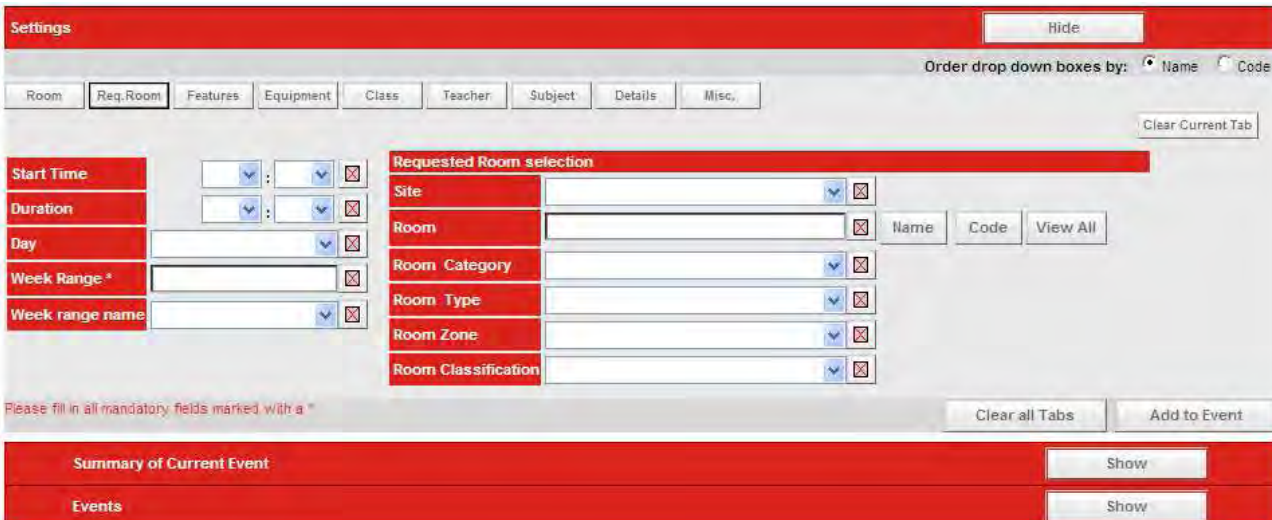
This displays the event creation screen as shown below.

Please note that your administrator may have set up event creation so that some of the buttons such as Room, features etc, are no longer visible, also some of the individual fields may be hidden and some fields (marked with an asterisk) will have been made mandatory and an event will not be created until all the mandatory fields are entered.

1. Select **Event creation | Create event(s)** to access the 'Create multiple events' screen as shown below:



At the top of the screen there are a number of additional option buttons that display information differently for example clicking on the **Req Room** button displays the screen below.

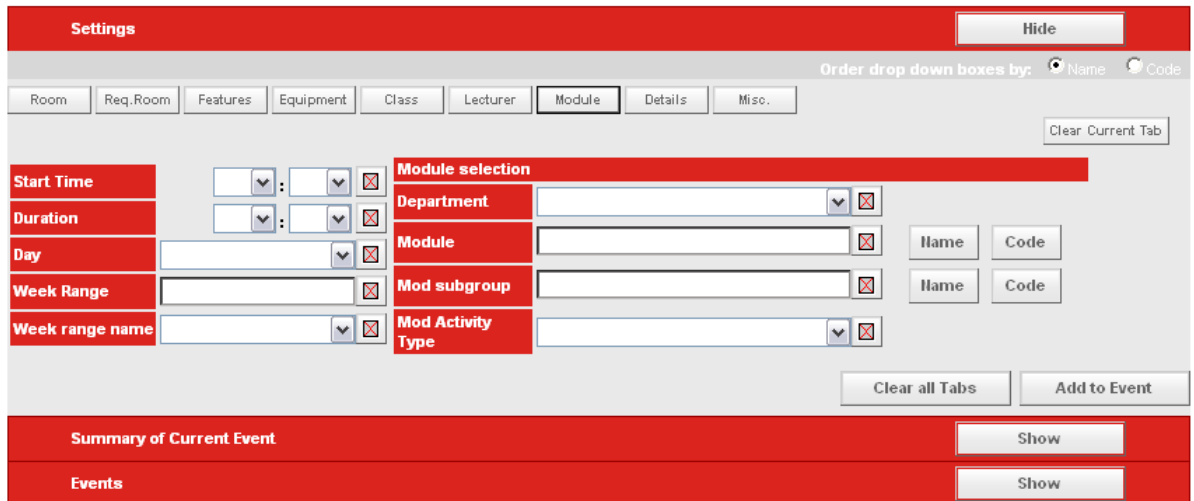


Using this screen shows information about the room specifications such as site, type and classification can be selected.

Note the **View All** button – this allows the user to call up a list of that resource and select one from the list without having to type anything into the search box.

If the resource is a sub set of another (e.g. room is a sub set of site and sub group is a sub set of module is a sub set of department), if the higher level item is already chosen then the **View All** button will filter down to only the relevant items associated to that higher level item.

Clicking on the **Module** button changes the screen once again (see below).



Within this screen items such as module sub-groups can be selected to ensure that the event that is being created is as complete as possible.

2. To create an event, data such as 'start time', 'duration', 'room', 'Module' etc must be selected.
3. Once an event has been created it can be copied and assigned to different days. For example create an event for **Room1** starting at **9am** lasting for **1** hour on **Tuesday** in the week range **1-12**. This can then be copied and assigned to **Thursday** as well by simply changing the day of the event. This can save a lot of time and cut down on errors.

☒ **Create multiple events**

Settings

Hide

Room Req. Room Features Equipment Class Lecturer Module Details Misc.

Clear Current Tab

Start Time

09 : 00

Duration

01 : 00

Day

Thursday

Week Range

1-12

Week range name

Room selection

Site

[Rm1] - Room 1

Site: - [MAIN] - Main

Clear all Tabs

Add to Event

Summary of Current Event

Show

Events

Show

- Enter the information required.
- Click **Add** to event to begin the event creation process:

Room Req. Room Features Equipment Class Lecturer Module Details Misc.

Clear Current Tab

Start Time

09 : 00

Duration

01 : 00

Day

Thursday

Week Range

1-12

Week range name

Room selection

Site

[Rm1] - Room 1

[MAIN] - Main

Clear all Tabs

Add to Event

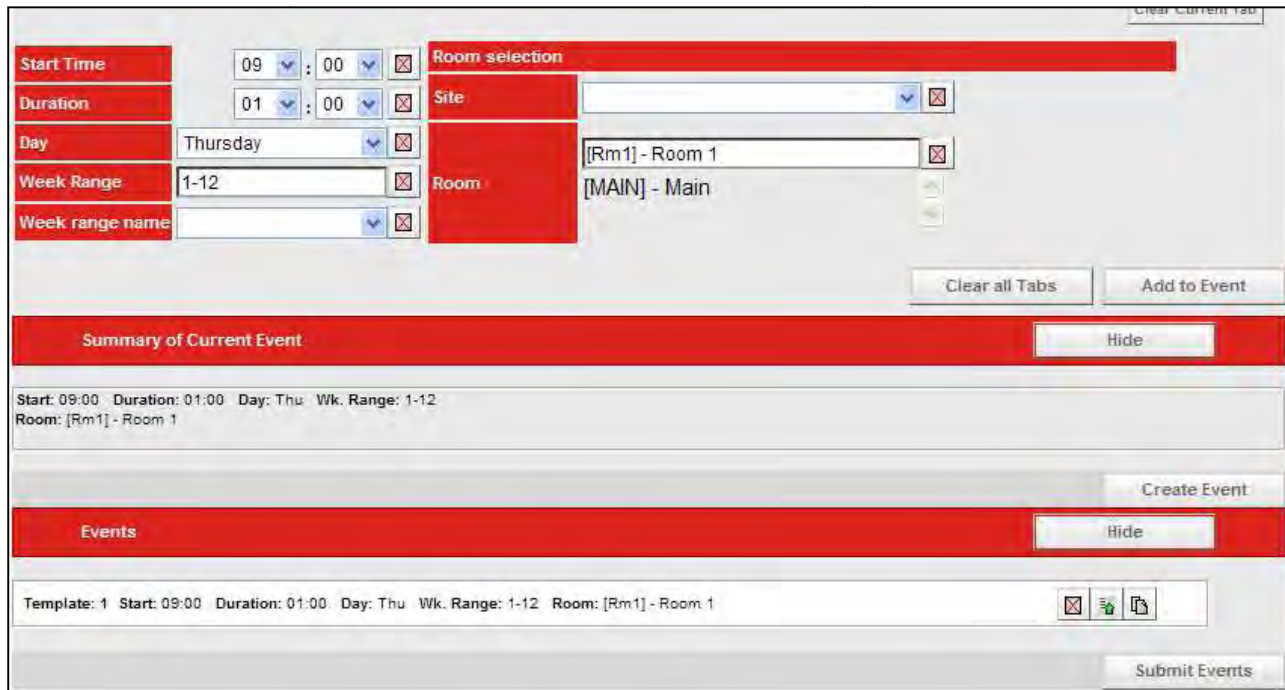
Summary of Current Event

Hide

Start: 09:00 Duration: 01:00 Day: Thu Wk. Range: 1-12
Room: [Rm1] - Room 1

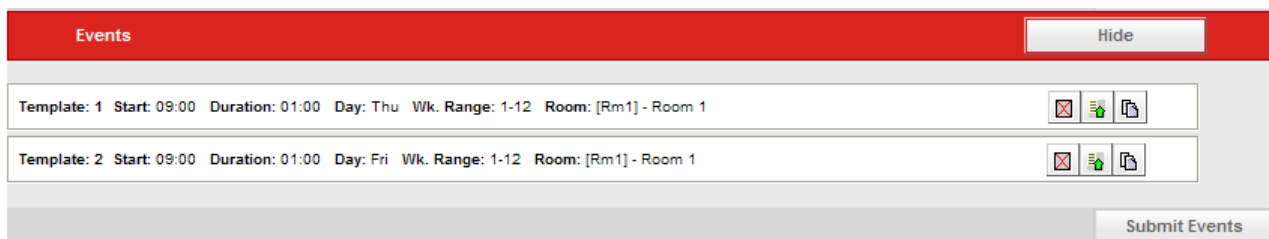
Create Event

- Once all information has been added to the collection, click **Create event** to then make this event.



The screenshot shows a web interface for creating an event. On the left, there are input fields for 'Start Time' (09:00), 'Duration' (01:00), 'Day' (Thursday), 'Week Range' (1-12), and 'Week range name'. On the right, there is a 'Room selection' section with a 'Site' dropdown and a 'Room' dropdown showing '[Rm1] - Room 1' and '[MAIN] - Main'. Below these are buttons for 'Clear all Tabs', 'Add to Event', 'Summary of Current Event', 'Hide', 'Create Event', and 'Submit Events'. The 'Summary of Current Event' section displays: 'Start: 09:00 Duration: 01:00 Day: Thu Wk. Range: 1-12 Room: [Rm1] - Room 1'.

7. It is now possible to go back to the top of the window and change some details, such as changing the 'Day' to **Friday**.
8. Click **Add to event**, once the changes have been made.
9. Click **Create event**. This will then show that 2 events have so far been created:



The screenshot shows the 'Events' section of the interface. It lists two events: 'Template: 1 Start: 09:00 Duration: 01:00 Day: Thu Wk. Range: 1-12 Room: [Rm1] - Room 1' and 'Template: 2 Start: 09:00 Duration: 01:00 Day: Fri Wk. Range: 1-12 Room: [Rm1] - Room 1'. Each event has three icons next to it: a red 'X' (Delete), a green pencil (Edit), and a document icon (Copy). At the bottom right is a 'Submit Events' button.

10. These events will not yet be in the CMIS database, click **Submit events** to have them posted to the database.

Note: There are 3 icons next to each event ready for Submission:



They are **Delete**, **Edit** and **Copy**.

- **Delete:** will remove the event, so that it will not be posted to the database on clicking Submit.
- **Edit:** will reload the event information into the top screen, so that resources may be added / removed and then updated.
- **Copy:** will place all the information in the top of the window so that **Add to Event** and then **Create event** can be clicked to create a duplicate of this event.

On submitting the events, a screen will show the event id's assigned to these events and info can be gained from clicking on this event id:

Result		
Result	New Event Id	Details
Success	62	Start: 09:00 Duration: 01:00 Day: Thu Wk. Range: 1-12 Room: [Rm1] - Room 1
Success	63	Start: 09:00 Duration: 01:00 Day: Fri Wk. Range: 1-12 Room: [Rm1] - Room 1
		<input type="button" value="Create New Events"/> <input type="button" value="Finish"/>

11. If further events are required click **Create New Events**.

12. Once all events are created click **Finish** to return to the 'Welcome' page.

3.3 Registers

There are 7 sub menu items from the register menu item:

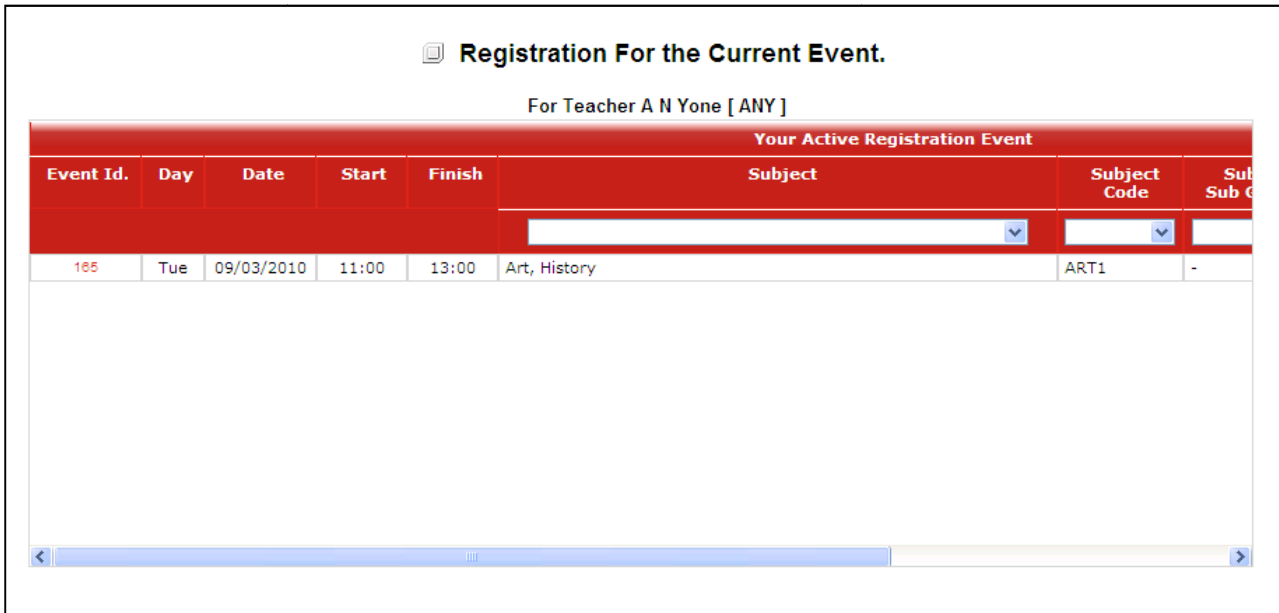
- **This Event.**
- **Todays Events.**
- **Select Week.**
- **Select Date.**
- **Select Range / Select Event.**
- **Other Lecturer.**
- **By Module.**

► Registers	This Event
Week Structure	Todays Events
About ePortal	Select Week
Logout	Select Date
	Select Range / Select Event
	Other Lecturer
	By Module

Registers can be setup and marked within Facility CMIS but via ePortal, these can also be marked online.

3.3.1 This Event

1. Select **Registers | This event**. This will select the event associated to the logged in user occurring at this time:



2. Click on the red number in the 'Event id' column to then make entries for attendance:

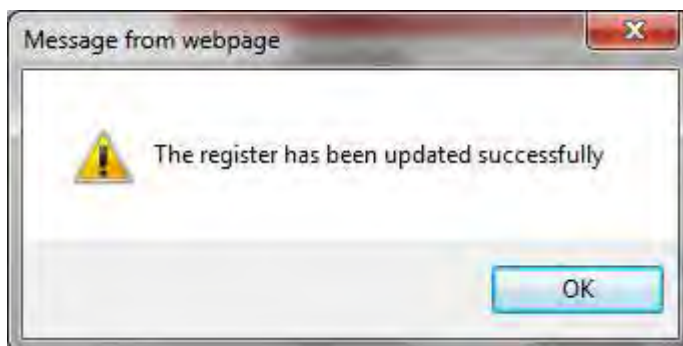


The top left box shows the attendance options available and on some screens just underneath, notes the Default Register Mark.

3. Click on the specific register mark you wish to use (such as **L** for Late) and then click in the box beside the appropriate student. That mark will then be recorded against that student on Submission.
4. Click **Submit** to enter attendance.
5. A prompt will appear:



6. Click **OK** to accept.



7. Click **OK** to finish.

In these screens which note a default value, Entries which have been left blank will auto submit as the default value (P in the above case).

The following options will auto populate an empty student as the default entry:

- **This event.**
- **Todays events.**
- **Select Week.**
- **Select Date.**
- **Select Range / Select event.**

All of the above will have a 'Default Register Mark: X' on the screen just below the list of Attendance values.

If there is no note of the Default register mark on the screen, then it does not fill blank entries with the default value.

The screens where it does not populate a default are:

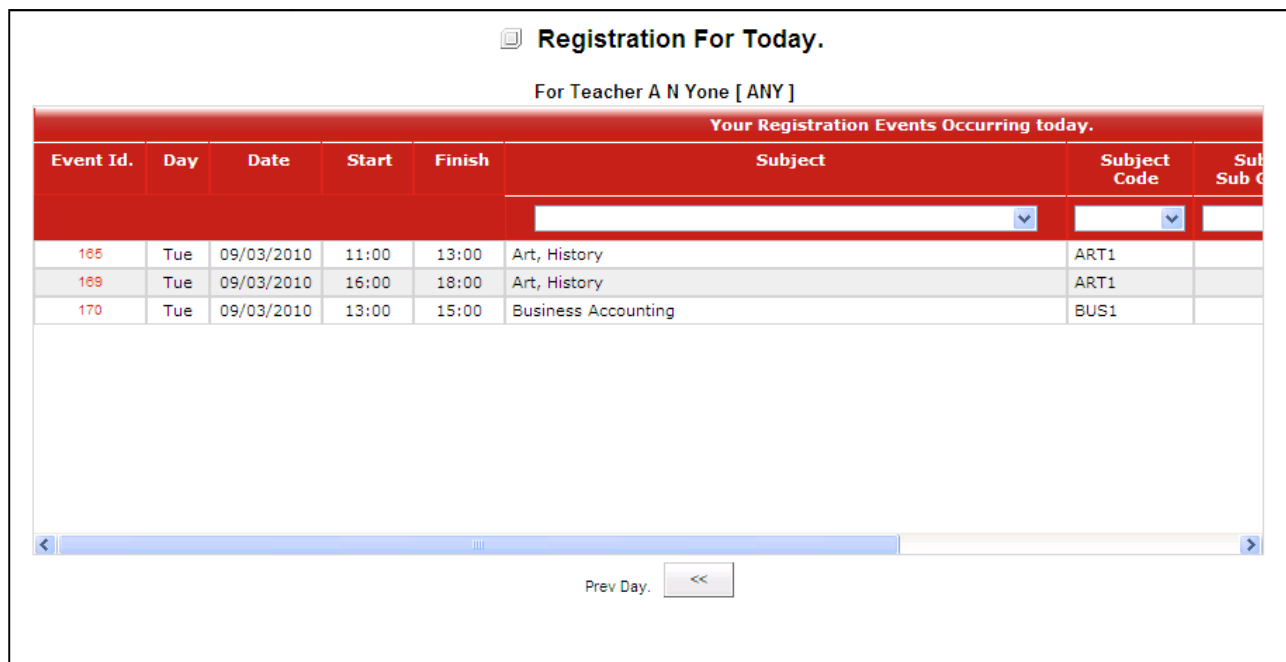
- **Other lecturer.**
- **By module.**

8. Select **Export to Excel** if required to be taken to a screen where the file can then be saved to your computer:



3.3.2 Today's Events

1. Select **Registers | Todays Events**: This will list all the events that the user is associated with that are timetable today:



2. Click on the specific red 'Event id' to enter a screen for attendance input.
3. Proceed the same as for '3.3.1 This Event' above.


3.3.3 Select Week:

1. Select **Registers | Select Week**. This opens a screen showing a grid of weeks.
2. Select one radio button, or click **This week** to automatically select the current week.

Choose Your Week.

<input type="radio"/> 1 04-01-2010 / 10-01-2010	<input type="radio"/> 2 11-01-2010 / 17-01-2010	<input type="radio"/> 3 18-01-2010 / 24-01-2010	<input type="radio"/> 4 25-01-2010 / 31-01-2010	<input type="radio"/> 5 01-02-2010 / 07-02-2010	<input type="radio"/> 6 08-02-2010 / 14-02-2010	<input type="radio"/> 7 15-02-2010 / 21-02-2010	<input type="radio"/> 8 22-02-2010 / 28-02-2010
<input type="radio"/> 9 01-03-2010 / 07-03-2010	<input checked="" type="radio"/> 10 08-03-2010 / 14-03-2010	<input type="radio"/> 11 15-03-2010 / 21-03-2010	<input type="radio"/> 12 22-03-2010 / 28-03-2010	<input type="radio"/> 13 29-03-2010 / 04-04-2010	<input type="radio"/> 14 05-04-2010 / 11-04-2010	<input type="radio"/> 15 12-04-2010 / 18-04-2010	<input type="radio"/> 16 19-04-2010 / 25-04-2010
<input type="radio"/> 17 26-04-2010 / 02-05-2010	<input type="radio"/> 18 03-05-2010 / 09-05-2010	<input type="radio"/> 19 10-05-2010 / 16-05-2010	<input type="radio"/> 20 17-05-2010 / 23-05-2010	<input type="radio"/> 21 24-05-2010 / 30-05-2010	<input type="radio"/> 22 31-05-2010 / 06-06-2010	<input type="radio"/> 23 07-06-2010 / 13-06-2010	<input type="radio"/> 24 14-06-2010 / 20-06-2010
<input type="radio"/> 25 21-06-2010 / 27-06-2010	<input type="radio"/> 26 28-06-2010 / 04-07-2010	<input type="radio"/> 27 05-07-2010 / 11-07-2010	<input type="radio"/> 28 12-07-2010 / 18-07-2010	<input type="radio"/> 29 19-07-2010 / 25-07-2010	<input type="radio"/> 30 26-07-2010 / 01-08-2010	<input type="radio"/> 31 02-08-2010 / 08-08-2010	<input type="radio"/> 32 09-08-2010 / 15-08-2010
<input type="radio"/> 33 16-08-2010 / 22-08-2010	<input type="radio"/> 34 23-08-2010 / 29-08-2010	<input type="radio"/> 35 30-08-2010 / 05-09-2010	<input type="radio"/> 36 06-09-2010 / 12-09-2010	<input type="radio"/> 37 13-09-2010 / 19-09-2010	<input type="radio"/> 38 20-09-2010 / 26-09-2010	<input type="radio"/> 39 27-09-2010 / 03-10-2010	<input type="radio"/> 40 04-10-2010 / 10-10-2010
<input type="radio"/> 41 11-10-2010 / 17-10-2010	<input type="radio"/> 42 18-10-2010 / 24-10-2010	<input type="radio"/> 43 25-10-2010 / 31-10-2010	<input type="radio"/> 44 01-11-2010 / 07-11-2010	<input type="radio"/> 45 08-11-2010 / 14-11-2010	<input type="radio"/> 46 15-11-2010 / 21-11-2010	<input type="radio"/> 47 22-11-2010 / 28-11-2010	<input type="radio"/> 48 29-11-2010 / 05-12-2010
<input type="radio"/> 49 06-12-2010 / 12-12-2010	<input type="radio"/> 50 13-12-2010 / 19-12-2010	<input type="radio"/> 51 20-12-2010 / 26-12-2010	<input type="radio"/> 52 27-12-2010 / 02-01-2011	<input type="radio"/> 53 03-01-2011 / 09-01-2011	<input type="radio"/> 54 10-01-2011 / 16-01-2011		

3. Click **OK** to show all events for this week:

 **Registration For Week 08-03-2010 - 15-03-2010 (10)**

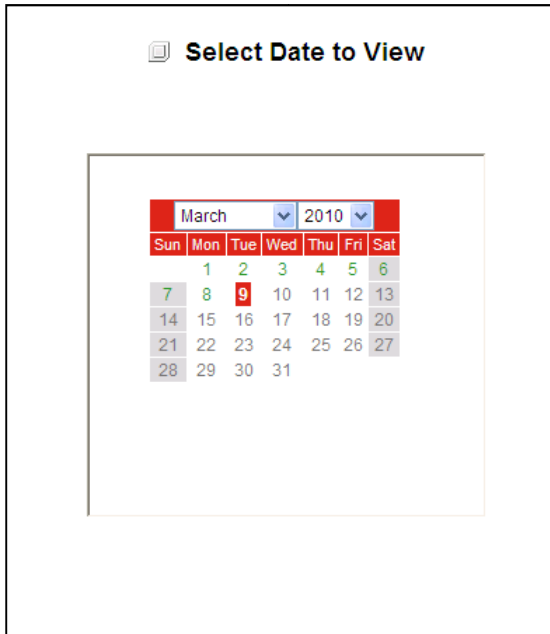
For Teacher A N Yone [ANY]

Event Id.	Day	Date	Start	Finish	Subject	Subject Code	Sub Sub C
165	Tue	09/03/2010	11:00	13:00	Art, History	ART1	-
169	Tue	09/03/2010	16:00	18:00	Art, History	ART1	-
170	Tue	09/03/2010	13:00	15:00	Business Accounting	BUS1	-
171	Wed	10/03/2010	13:00	15:00	Business Accounting	BUS1	-
172	Thu	11/03/2010	16:00	18:00	Art, History	ART1	-
173	Thu	11/03/2010	12:00	14:00	Business Accounting	BUS1	-
174	Fri	12/03/2010	10:00	12:00	Art, History	ART1	-

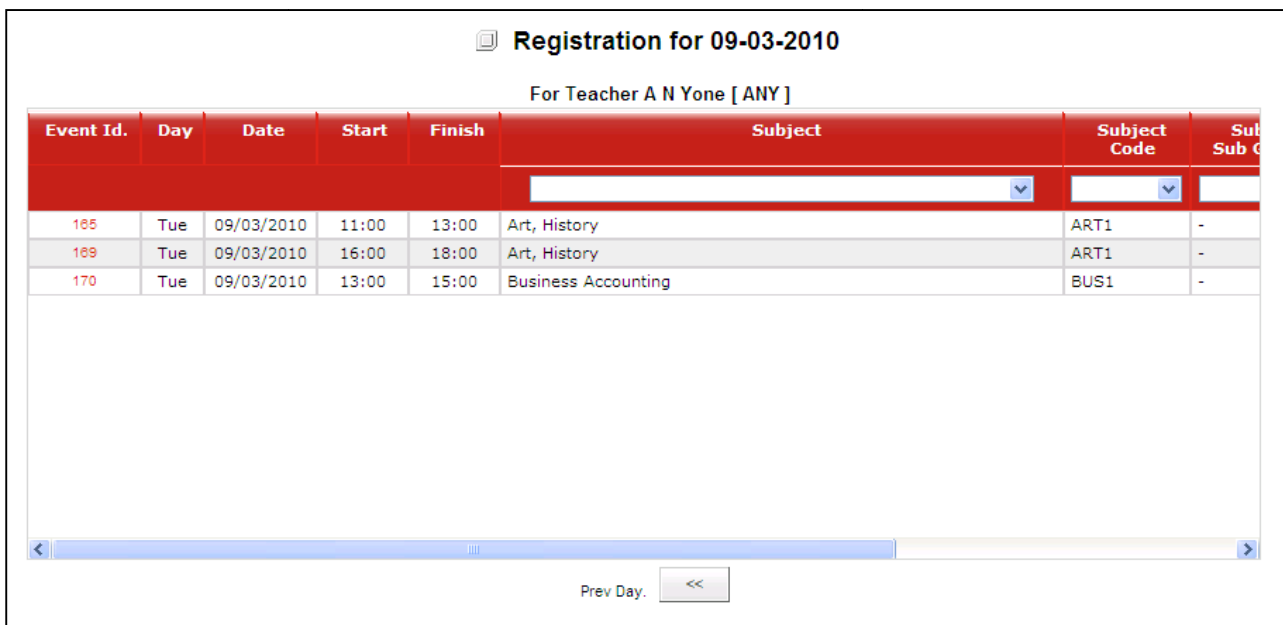
4. Click on the specific red 'Event id' entry to bring up it's register and enter attendance data as per '3.3.1 This Event' above.

3.3.4 Select Date:

1. Select **Registers | Select date** to open this view:




2. Double click on the specific date you wish to see, this will then list all events on that date that the user is associated with:



3. Click on the specific red 'Event id' entry to bring up it's register and enter attendance data as per '3.3.1 This Event' above.

3.3.5 Select Range \ Select Event

1. Select **Registers | Select Range / Select Event** to open this view:

 **Select Dates to View**

From Date

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected None

To Date

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected None

2. Double click on the 'From Date' you wish to see and then the 'To Date':

Note: The 'Selected None' at the bottom of the calendar will change to the selected dates:

From Date

January 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

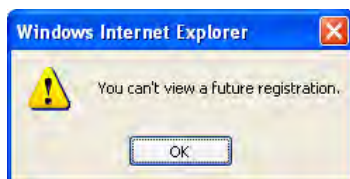
Selected 01-01-2010

To Date

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected 09-03-2010

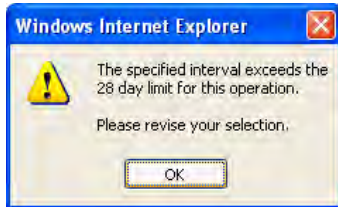
Note: The 'To Date' must not be in the future, if it is you will see the following message:



If you pick a date which is not contained within this academic year you will see this message:



If the range of dates entered exceeds 28 days you will see this message:




You will then see a list of events which exist across those dates:

Registration between 24-02-2010 and 09-03-2010

For Teacher A N Yone [ANY]

Event Id.	Day	Date	Start	Finish	Subject	Subject Code	Sub	Sub C
171	Wed	24/02/2010	13:00	15:00	Business Accounting	BUS1	-	
173	Thu	25/02/2010	12:00	14:00	Business Accounting	BUS1	-	
174	Fri	26/02/2010	10:00	12:00	Art, History	ART1	-	
165	Tue	02/03/2010	11:00	13:00	Art, History	ART1	-	
169	Tue	02/03/2010	16:00	18:00	Art, History	ART1	-	
170	Tue	02/03/2010	13:00	15:00	Business Accounting	BUS1	-	
171	Wed	03/03/2010	13:00	15:00	Business Accounting	BUS1	-	
173	Thu	04/03/2010	12:00	14:00	Business Accounting	BUS1	-	
174	Fri	05/03/2010	10:00	12:00	Art, History	ART1	-	
165	Tue	09/03/2010	11:00	13:00	Art, History	ART1	-	
169	Tue	09/03/2010	16:00	18:00	Art, History	ART1	-	
170	Tue	09/03/2010	13:00	15:00	Business Accounting	BUS1	-	

- Double click on the red 'Event id' of the event you wish to see. You will see multiple columns for attendance.

 **Register history of Art, History [ART1], for the date range 02-03-2010 - 09-03-2010**

P Present

L Late

A Absent

LL arrived late left late

For Teacher A N Yone [ANY]


'Double Click' to enter selected attribute.
 'ENTER' to enter selected attribute.
 'SPACE' to clear attribute.
 'C' to copy value to row below.

Stu Code.	Stu Name	02 Mar 2010	09 Mar 2010
TEST	TEST	P	P
STU9	stu9	P	P
STU8	stu8	P	P
STU7	stu7	P	P
STU6	stu6	P	P
STU5	stu5	P	P
999999	Fred Bloggs	L	P
STU01	stu1	P	L
STU20	stu20	P	P
STU02	stu2	P	L
STU10	stu10	LL	P
STU11	stu11	P	P
STU12	stu12	P	P
STU13	stu13	P	P
STU14	stu14	P	P

4. Enter attendance as required.
5. Click **Submit** – all blank entries will gain the default register mark.

3.3.6 Other Lecturer

1. Select **Registers | Other Lecturer** to open the following view:

 **Find a Lecturer**

Select a Lecturer from the table to proceed.


Lecturer	
Lct Code.	Lct Name
N/A	-

Enter a partial name or code to search for.

Find Lecturer

☒ By Code ☐ By Name

2. Enter at least one character from the Lecturer name or code in the 'Find Lecturer' field.
3. Click **Search**. This will then give a list of lecturers that match the search.
4. Double click on the Lecturer you wish to view. This will then bring up a date range to view:

 **Select Dates to View**

From Date

March
▼
2010
▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected None


To Date

March
▼
2010
▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


Selected None

5. Select a range of dates in the past not exceeding a 28 days range to then bring up a list of events for that lecturer within those dates.

 **Registration between 09-03-2010 and 09-03-2010**

For Lecturer Super B 2010 [Super]

Event Id.	Day	Date	Start	Finish	Module	Module Code	Mo Sub C
					<div style="display: flex; align-items: center;"> <input style="width: 100%;" type="text"/> ▼ </div>	<div style="display: flex; align-items: center;"> <input style="width: 100%;" type="text"/> ▼ </div>	<div style="display: flex; align-items: center;"> <input style="width: 100%;" type="text"/> ▼ </div>
169	Tue	09/03/2010	16:00	18:00	Art, History	ART1	-
170	Tue	09/03/2010	13:00	15:00	Business Accounting	BUS1	-



6. Click on the specific red 'Event id' to see that event's register. **Note** that any attendance submitted via this screen will leave a student with a blank entry as a blank entry and not insert a default attendance value.

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3.3.7 By Module

1. Select **Registers | By module** to open this view:

Module			
Mod Code.	Mod Name	Dept Code.	Dept Name
N/A	-	-	-

Select a Module from the table to proceed.

Enter a partial name or code to search for.

Find Module
☒ By Code ☐ By Name

2. Enter at least one character of the name / code in the 'Find module' field.
3. Click **Search**. A list a appropriate modules will be shown:

Module			
Mod Code.	Mod Name	Dept Code.	Dept Name
ART1	Art, History	ART	Art,
ART3	Expressionsists	ART	Art,
ART2	Modern Art	ART	Art,

Enter a partial name or code to search for.

Find Module
☒ By Code ☐ By Name

4. Double click on the required module in the list to bring up a date range window.
5. Select a date range not in the future and not greater than 28 days:

Select Dates to View

From Date

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected 09-03-2010

To Date

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Selected 09-03-2010

6. Click **Submit** to then see all events which are for that module within that date range:

Registration between 09-03-2010 and 09-03-2010

Event Id.	Day	Date	Start	Finish	Module	Module Code	Mo Sub C
					<div style="border: 1px solid gray; padding: 2px; display: inline-block;">▼</div>	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">▼</div>	
185	Tue	09/03/2010	11:00	13:00	Art, History	ART1	-
189	Tue	09/03/2010	16:00	18:00	Art, History	ART1	-


<

>

7. Click on the red 'Event id' to open that event's relevant register:

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 **Register history of Art, History [ART1], for the date range 09-03-2010 - 09-03-2010**

P Present

L Late

A Absent

LL arrived late left late

'Double Click' to enter selected attribute.
 'ENTER' to enter selected attribute.
 'SPACE' to clear attribute.
 'C' to copy value to row below.

Stu Code.	Stu Name	09 Mar 2010	09 Mar 2010
TEST	TEST	P	
STU9	stu9	P	
STU8	stu8	P	
STU7	stu7	P	
STU6	stu6	P	
STU5	stu5	P	
999999	Fred Bloggs	P	
STU01	stu1	L	
STU20	stu20	P	
STU02	stu2	L	
STU10	stu10	P	
STU11	stu11	P	
STU12	stu12	P	
STU13	stu13	P	
STU14	stu14	L	
STU15	stu15	P	
STU3	stu3	P	


8. Enter attendance as required.

9. Click **Submit**.

Note: any attendance submitted via this screen will leave a student with a blank entry as a blank entry and not insert a default attendance value.

3.4 Week Structure

This shows the week in CMIS and the week beginning date for reference purposes.


Week Structure

This week is week number 23

Weeks start on Monday in a 7 day structure.

Week Number	Start Date	Week Number	Start Date	Week Number	Start Date	Week Number	Start Date
1	04-01-2010	2	11-01-2010	3	18-01-2010	4	25-01-2010
5	01-02-2010	6	08-02-2010	7	15-02-2010	8	22-02-2010
9	01-03-2010	10	08-03-2010	11	15-03-2010	12	22-03-2010
13	29-03-2010	14	05-04-2010	15	12-04-2010	16	19-04-2010
17	26-04-2010	18	03-05-2010	19	10-05-2010	20	17-05-2010
21	24-05-2010	22	31-05-2010	23	07-06-2010	24	14-06-2010
25	21-06-2010	26	28-06-2010	27	05-07-2010	28	12-07-2010
29	19-07-2010	30	26-07-2010	31	02-08-2010	32	09-08-2010
33	16-08-2010	34	23-08-2010	35	30-08-2010	36	06-09-2010
37	13-09-2010	38	20-09-2010	39	27-09-2010	40	04-10-2010
41	11-10-2010	42	18-10-2010	43	25-10-2010	44	01-11-2010
45	08-11-2010	46	15-11-2010	47	22-11-2010	48	29-11-2010
49	06-12-2010	50	13-12-2010	51	20-12-2010	52	27-12-2010
53	03-01-2011	54	10-01-2011				

Named range

Select week name

Range value

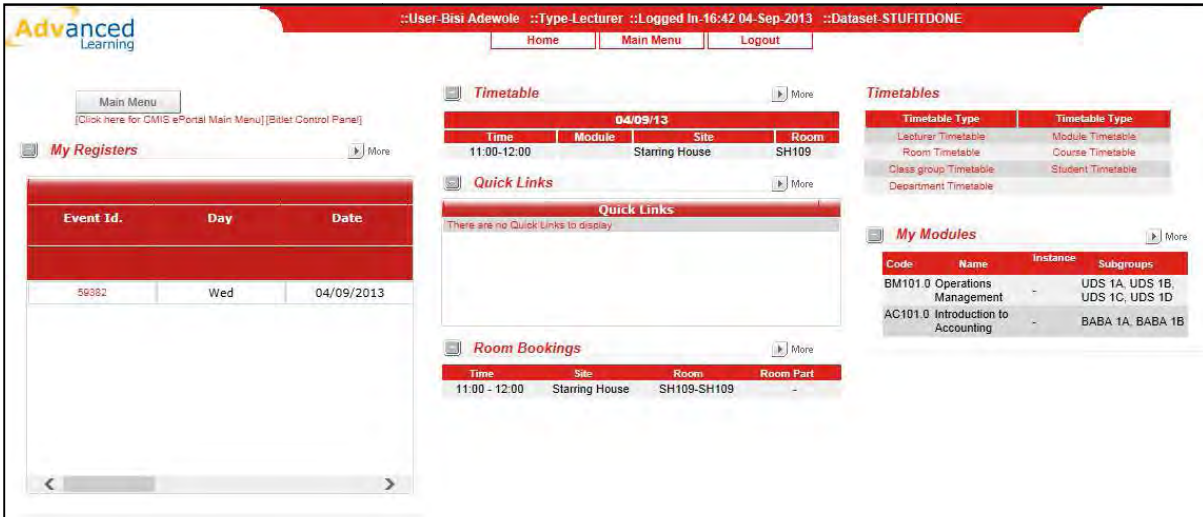
If the Week range name is selected in the drop down at the bottom of the window, it will show the appropriate week range associated with the name.

4 Home Pages

The final area to look at returns to the beginning and the Home page. The home page gives staff and students immediate access to the tools they need and at a glance information on their commitments for the day. This way, useful information is kept available and at their fingertips whilst allowing more sophisticated functions through the menu.

4.1 Lecturer Login

If a lecturer logs into ePortal the home page will display similar to below. **Note:** this screen can be completely altered so some items may not shown on your set up.



The screenshot displays the ePortal interface for a lecturer. At the top, a red header bar contains the user's name (User: Bisi Adewole), role (Type: Lecturer), login time (Logged In: 16:42 04-Sep-2013), and dataset (Dataset: STUFTIDONE). Below the header, there are navigation buttons for Home, Main Menu, and Logout. The main content area is divided into several sections:

- My Registers:** A table showing event details for 04/09/13. The table has columns for Event Id., Day, and Date. One event is listed with Event Id. 56382, Day Wed, and Date 04/09/2013.
- Timetable:** A table showing the lecturer's timetable for 04/09/13. The table has columns for Time, Module, Site, and Room. One entry is listed with Time 11:00-12:00, Module Starring House, Site SH109, and Room SH109.
- Quick Links:** A section titled 'Quick Links' with a message 'There are no Quick Links to display'.
- Room Bookings:** A table showing room bookings for 11:00 - 12:00. The table has columns for Time, Site, Room, and Room Part. One booking is listed with Time 11:00 - 12:00, Site Starring House, Room SH109-SH109, and Room Part -.
- Timetables:** A section titled 'Timetables' with a table showing different timetable types. The table has columns for Timetable Type and Timetable Type. The types listed are Lecturer Timetable, Module Timetable, Room Timetable, Course Timetable, Class group Timetable, Student Timetable, and Department Timetable.
- My Modules:** A table showing modules and subgroups assigned to the lecturer. The table has columns for Code, Name, Instance, and Subgroups. Two modules are listed: BM101.0 Operations Management and AC101.0 Introduction to Accounting. The subgroups for BM101.0 are UDS 1A, UDS 1B, UDS 1C, and UDS 1D. The subgroups for AC101.0 are BABA 1A and BABA 1B.

For example:

On the left is a list of registers for events occurring today which the lecturer is associated to.

The lecturer's own **Timetable** for today is displayed in the upper central position enabling clear visual location.

On the lower right part of the screen **My Modules** can be seen. This is a list of modules and subgroups that are assigned to the lecturer (as in the lecturer is associated to at least one event which contains this module and / or sub group).

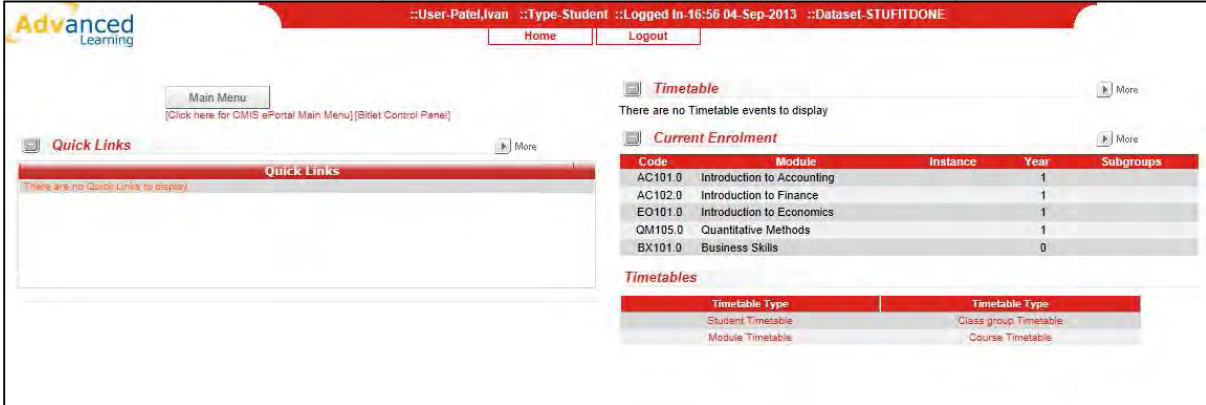
All these items are held in what are called 'bitlets' these open into larger areas with more detailed information by clicking on the **More** arrow button.

For example clicking on the **More** button within the **My Modules** bitlet will display the following:

My Modules			
Code	Name	Instance	Subgroups
BM101.0	Operations Management	Semester B	UDS 1A, UDS 1B, UDS 1C, UDS 1D, LECT 1
EO110.0	Business Environment	Semester B	
MT102.0	Principles of Marketing	Semester B	LECT 1,
OE110.0	Work Psychology	Semester B	

4.2 Student Login

Students can access ePortal but will be limited as to what they see. Below is a typical student home page, allowing access to current module enrolments, their personal timetable and the ability to search for certain resource timetables:



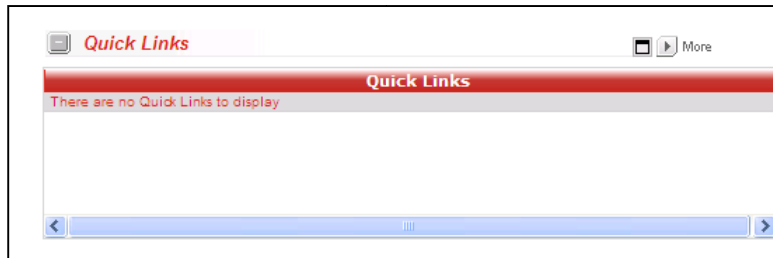
The screenshot displays the Advanced Learning ePortal interface for a student user. The top navigation bar includes the user's name (User: Patel, Ivan), type (Student), login time (16:56 04 Sep 2013), and dataset (STUFTD00E). Below this, there are links for Home and Logout. The main content area is divided into several sections:

- Main Menu:** A button labeled "Main Menu" with a subtext "[Click here for CMIS ePortal Main Menu] [Billet Control Panel]".
- Quick Links:** A section with a "More" button and a message "There are no Quick Links to display".
- Timetable:** A section with a "More" button and a message "There are no Timetable events to display".
- Current Enrolment:** A table showing the student's current enrolments.

Code	Module	Instance	Year	Subgroups
AC101.0	Introduction to Accounting		1	
AC102.0	Introduction to Finance		1	
EO101.0	Introduction to Economics		1	
QM105.0	Quantitative Methods		1	
BX101.0	Business Skills		0	
- Timetables:** A section with two columns of "Timetable Type" links: "Student Timetable", "Module Timetable", "Class group Timetable", and "Course Timetable".

4.3 Quicklinks

The Quicklinks bitlet allows links to external webpages or other menu items to be selected and saved for the specific login.

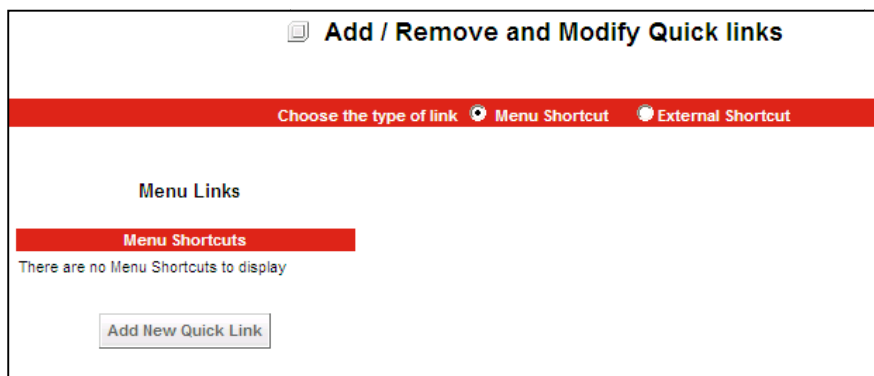


To Add Quicklinks:

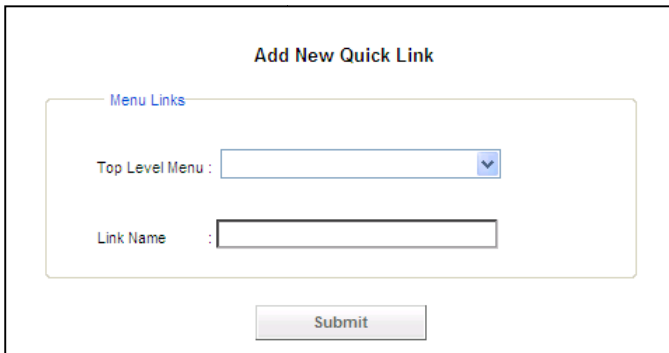
1. Click on **More**
2. Select whether to add a menu shortcut or an external link.

4.3.1 Menu shortcut

1. Select the 'Menu shortcut' radio button



2. click **Add New Quick Link** to open the following view:



3. Select the 'Top level menu' item from the drop down.
4. Select the '2nd level menu' item from the next drop down that appears.
5. Enter a 'Link Name' to be assigned to the link:

Add New Quick Link

Menu Links

Top Level Menu :



2nd Level Menu :

Link Name :

- Click **Submit** to add this link to your homepage:

Menu Links

Menu Shortcuts

Room bookings		
---------------	---	---

- This link can then be deleted by clicking on the red cross to the right or modified by selecting the magnifying glass icon.

4.3.2 External shortcut

- Select the 'External shortcut' radio button
- Click **Add New Quick Link**:

Add New Quick Link

External Links

External Links

Link Name :

Web Address :

Include full form web address e.g. (http://www.serco.com)

- Enter a 'Link Name' to be displayed for the external link.
- Type in the full 'Web address' for the website:

Add New Quick Link

External Links

External Links

Link Name

Web Address

Include full form web address e.g. (http://www.serco.com)

5. Click **Submit**:

External Links

External Shortcuts

BBC Website	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
-------------	---

6. To now view these on the Home bitlet page, click **Back**. The 'Quicklinks' box will now look like this:

Quick Links

Quick Links

Room bookings	
BBC Website	